



LabourWorks™ User Manual



All rights reserved by Scrum System Pvt Ltd.



Notice

All rights reserved. Reproduction of any parts of this manual in any forms whatsoever without Scrum System's written permission is forbidden.

The contents of this manual are subject to change without notice.

All efforts have been made to ensure the accuracy of this manual. However should any errors be detected, Scrum System would greatly appreciate being informed about them.

The above notwithstanding, Scrum System can assume no responsibility for any errors in this manual or their consequences.

Index

Sr. No.	Chapter	Page No.
1.	Installation Procedure	4
2.	Registration and Login	5
3.	Home Screen	7
4.	Cards	8
5.	Scan	15
6.	Attendance	16
7.	Services	19
8.	Compliance	54
9.	Evacuation	57
10.	Reports	58
11.	Maintenance	130

Introduction

Today, contract workmen form the bottom line of almost every business. However, these contract workmen are rarely organized and sometimes, antisocial elements find a safe haven working as them. LabourWorks™ can be used to keep your workforce of contract workmen organized by maintaining a database of them, recording their check-in and check-out times, monitoring the amount of hours they worked etc. This manual will guide you with the basics of LabourWorks™ and will help you in effectively using this software.

The manual is divided into 9 sections, each corresponding to a functionality. Each section is explained and the steps for using the functionalities have been detailed. Also present are screenshots to better guide you through the LabourWorks interface. This guide also points out where external hardware is required to use certain functionalities. Please make sure you have the necessary hardware installed before making use of the corresponding functionality.

Using the Manual

Certain references made within the text

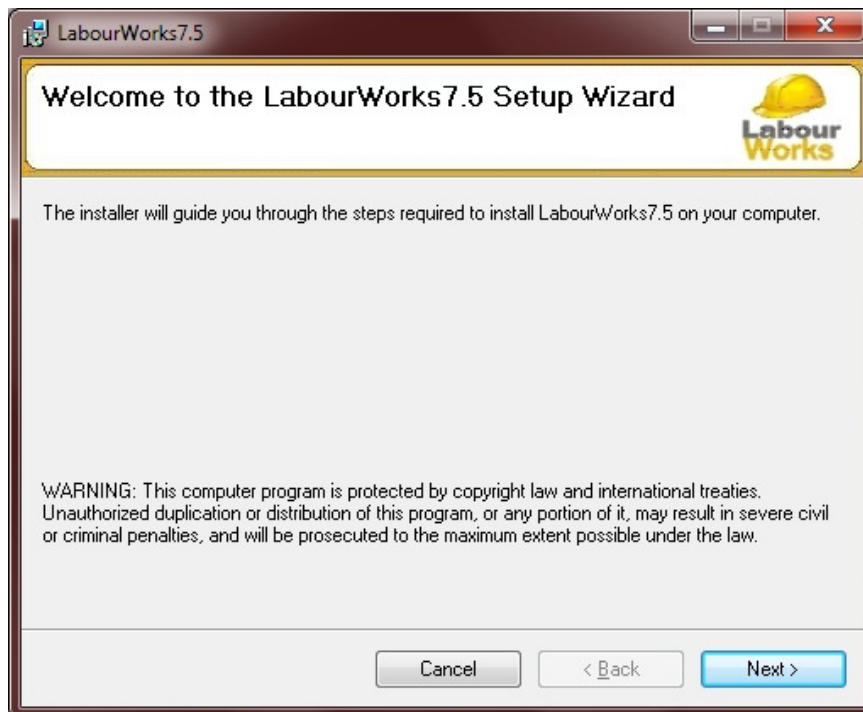
Text Box –

Check Box – ☒

Radio Button – ☐

Installation Procedure

1. Insert the LabourWorks™ CD in your computer.
2. Go to 'My Computer' and double click on the CD Drive.
3. Double-clicking on the setup titled LabourWorks™ starts the installation procedure.
4. Click on the 'Next' button to begin.
5. The installation path for the application can be specified on this screen. The default installation path is "C:\Program Files\LabourWorks™". This can be changed by clicking on the 'Browse' button and selecting the desired path. The 'Disk Cost' button under 'Browse' can be used to view the amount of free space on your Hard Disk Drive and the amount of space LabourWorks™ occupies.
6. If you want to install LabourWorks™ for yourself, check the 'Just Me' radio button. If you want to install it for all profiles using this computer, check the 'Everyone' radio button.
7. You can return to the previous screen if you want to change anything by clicking on the 'Back' button. Clicking on the 'Next' button will start the installation.
8. Please note that the installation path cannot be changed once the installation has begun.
9. Once the installation ends, click on the 'Close' button to exit the installer. LabourWorks™ has now been successfully installed on your computer and is ready for use.



Registrations and Login

A registration process has to be completed when using LabourWorks™ for the very first time.

The Registration Procedure -

1. A 'Register' button is present below the 'Ok' and 'Cancel' buttons when LabourWorks™ is run for the first time. Clicking on this button starts the registration process.
2. In order to complete this process, the Organization Name, the Pass Phrase and the specific Registration Key provided by Scrum System have to be entered.
3. This Registration Key is unique and is not transferable to any other customer.

The registration process has to be completed only while using LabourWorks™ for the first time. The 'Register' button does not appear during subsequent uses of the application. When the registration is done, enter your login and password to start using LabourWorks™.

Changing the Login and Password

Your Login and Password can be changed by using the 'Change Password' button. On clicking this button, you'll be asked for your old login and password. These have to be entered in order to successfully change both. Once the old login and password has been entered, type in the desired new login in the 'New Login' textbox and the desired new password in the 'New Password' text box. The password has to be retyped in the last text box. Click on the 'Ok' button when done to successfully change your login and password.



Change your Login and Password

To change your LabourWorks password, please provide the following information and then click on Ok button.

Old Login	admin
Old Password	*****
New Login	lwadmin
New Password	*****
Retype New Password	*****

Ok **Cancel**

Home Screen

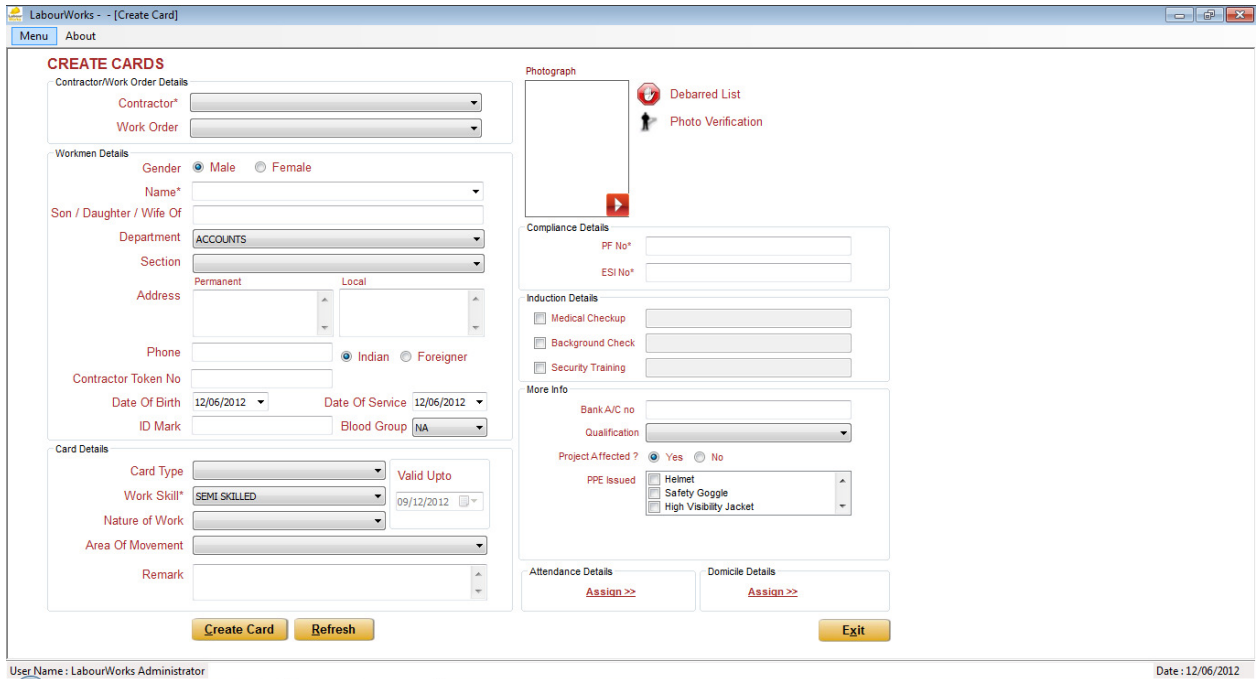
All of LabourWorks™ functionalities can be accessed from the home screen.

1. Cards – The cards functionality can be used to create and print new Cards for contract workers.
2. Attendance – The attendance functionality can be used to maintain the check-in and check-out records of contract workers.
3. Services – The services functionality can be used to quickly access any of the multiple services LabourWorks™ offers. (e.g. Renew Card, Debar Workers etc.)
4. Compliance- This functionality can be used to maintain statutory requirement of Government of India.(e.g.PF, ESIS)
5. Evacuation – This functionality can be used to view an evacuation list of the workmen who are currently present inside the facility.
6. Reports – This functionality can be used to view various reports such as Induction Report, Today's Cards, Card Details, and Card Expiry etc.
7. Maintenance – This module can be used to customize LabourWorks™.
8. Exit – This button is used to close LabourWorks™.



Cards

LabourWorks™ can be used to issue every contract workmen with cards. These are photo-ID cards used for identification purposes and to record check-in/check-out timings.



On clicking on the 'Cards' button, you will be presented with a form containing various text fields in which the details of a contract workmen have to be filled. The following are the fields which are essential for creating a card-

Note As with the 'Contractor' field, LabourWorks™ maintains a list of currently valid work orders, departments, work skills, card types, etc. These fields are marked with the symbol '^' It is recommended that you first fill in the names of all work orders in the list using the Maintenance module and then select a name from that list while preparing the card. For more information on using the maintenance module, please refer to the 'Maintenance' section of the manual.

Contractor ^ - Select the name of the firm or the contractor through whom the workmen have been hired in this field.

Work Order - Select precise work order for which the contract workmen have been hired by the firm.

Along with these, there more details that can be included on the card. They include -

Workmen Details

1. Gender - Specify whether the contract workman is male or female.
2. Name - Fill in the name of the contract workman in this field. In order to keep to

database organized, it is recommended that you fill in each name in the “surname” “first name” “middle name” format or in the “first name” “middle name” “last name” format. Varying formats might lead to confusion when a list of employees is viewed.

3. Son/Daughter/Wife of - This field enables you to specify the relation between a contract workman and a hired employee.
4. Department -This field enables you to specify what department the contract workman in question is assigned to.
5. Section - Section comes under department .Select section from the list, Section names will populate according to selected department.
6. Address - There two fields -
7. Permanent - Fill the permanent Address of the contract workman in this field.
8. Local - Fill the current residential address of the contract workman in this field.
9. Phone - Fill the phone number of the contract workman.
10. Indian/Foreigner Radio Button - Specify whether the hired contract workman is a citizen of India or not.
11. If you select foreigner option, you have to fill nationality of particular workmen, passport details, permanent address and phone Number.
12. Contractor Token No. - Contractor gives token no to the workman and it is like an identity number of the workman. Enter the token no/employee id no
13. Age - Fill in the age of the contract workman. An age below 18 cannot be entered.
14. Date Of Services - In this field, enter the date of joining of workman.
15. Blood Group- Fill in the blood group of the contract workman (e.g. B+, A- etc.)
16. Identification Mark- Fill in any distinct feature of the contract workman (e.g. scar on left cheek, mole on forehead etc.)

Card Details

1. Valid Up to – Specify the amount of time for which the card will stay valid.
 2. Card Type – Different ‘card types’ can be set using the maintenance module. Select a card type for the worker in question in this field.
 3. Work Skills - A list of work skills and specialties is maintained by LabourWorks™. The appropriate skill corresponding to the contract workman can be picked in this field.
 4. Nature of Work - In this field there is a list of type of work, It can be selected according to workman’s nature of job.(e.g. Driver ,Electrician)
 5. Area of Movement- Specify the areas accessible to the contract workman in the organization in this field.
 6. Remark- Fill in any special remarks about the contract workman.
- In addition to these details, a photograph of the contract workman, his digital signature and his fingerprint can also be included on the card.

Capture Photograph

A photograph of the contract workman can be included on the cards for identification purposes using the ‘Capture Photograph’ button.

A working camera needs to be connected to the computer in order to use this feature. Clicking on the ‘Start Camera’ button starts the webcam. A live image can be seen in the camera box above the ‘Start Camera’ button.

Adjust the webcam such that you can get the best possible photograph of the contract

workman. Click on 'Capture' once satisfied to take the photograph. After the photograph has been captured, there is an option to crop out unnecessary backgrounds or to get a better close-up on the face. To do this, draw a box by holding the left button on the mouse down and dragging it on the picture as desired. Please note that the box can be drawn only from left to right and not from right to left.

The portion out of the box will be cropped out. If you're satisfied with the cropped picture, click on 'Ok'. If you want the previous picture back or want to crop it again, click on 'Cancel'.

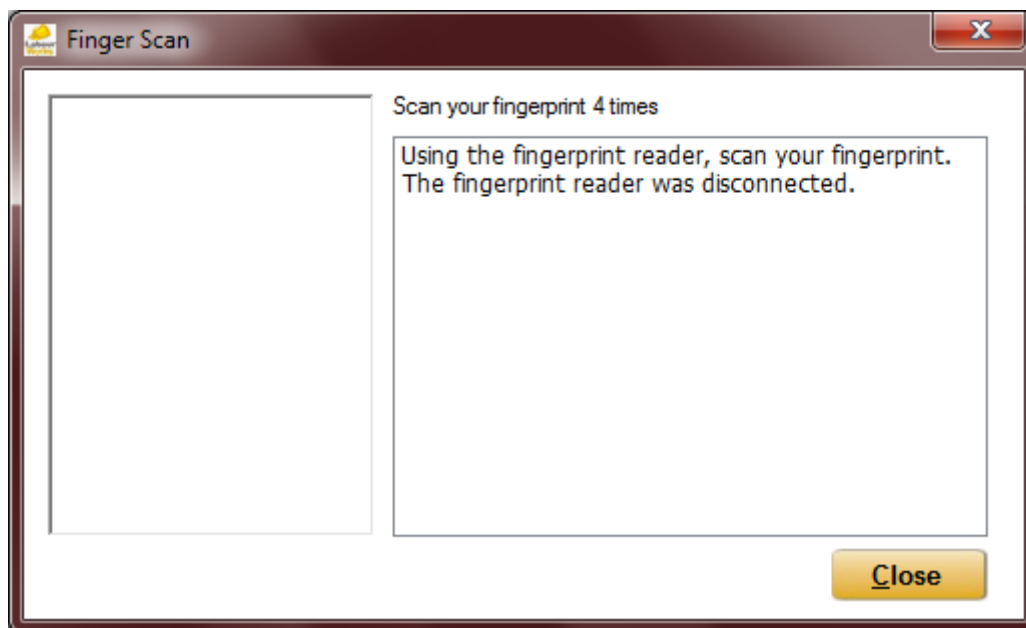
Debarred List

Certain contract workmen can be restricted from entering the facility on accounts of suspicious or bad behavior. The maintenance module can be used to debar particular contract workmen.

The 'Debarred List' button brings up a list of contract workmen who are restricted debarred from entering the facility. The maintenance module can be used to debar a particular contract workman. To search for a particular contract workman in this list, type his/her name in the 'Name' text box and click on 'Search'. If any contract workman name from the list matches with the name typed in the search field, his/her will appear in the box below.

Capture Fingerprint

The fingerprint of a contract workman can be incorporated with the cards. A contract workman can be asked scan his finger to give his fingerprint on entry. LabourWorks™ will then compare it with the fingerprint on his card and will provide entry only if there is significant similarity.



A fingerprint scanner is required in order to use this feature. Click on the 'Finger Scan'

button on the card creation screen and ask the contract workman to place his finger on the finger scanner. After the scanner scans his/her fingerprints four times, the procedure will be successfully completed. After the first scan is taken, ask the contract workman to again place his finger on the finger scanner for a verification scan. LabourWorks™ compares the result of the verification scan to the first and only lets you proceed if there is significant similarity between both scans. When both scans are successfully taken, click on the 'Accept' button to incorporate the fingerprint with the card.

Compliance Details - This field is mandatory.

1. PF No. - Enter the PF number of the workman
2. ESI No. - Enter the Employee's State Insurance Scheme Number.

Induction Details

Workman's other details can be kept here. For every workman, medical checkup and security training is necessary. You can keep record of these things by using this tab.

1. Medical Checkup-If medical checkup of workman is done, Click on the checkbox and enter the date.
2. Background Check-Fill this field if workman has any specific background and other details.
3. Security Training-If security training is completed by workman; enter the date in this field.

More Info

1. Bank a/c No- Enter the bank account number of workman.
2. Qualification- Enter the qualification of workman.
3. Project Affected- This field enables you to check whether the workman is affected by this project or not.
4. PPE Issued Select the list of PPEs which is provided by contractor to the workman.

Attendance Details- By using this tab, you can assign gate, assign shift and assign attendance mode.

Assign Gates / Shift-Weekly Off / Attendance Mode

Assign Gates

☒ Main Gate
 ☐ Supplier Gate

Assign Shift and Weekly Off

☒ Open Shift
 ☐ Fixed Shift
 ☐ Shift Sequence

Weekly OFF

Sunday

Attendance Mode

Select Attendance Mode

B

B - Only Barcode
 F - Only Finger
 BF - Barcode + Finger
 BorF - Either Barcode or Finger

Ok

Cancel

Assign Gate - There are different types of gates for the factory. You can assign multiple gates to the workmen and the workmen have to enter from assigned gate only.

Assign Shifts and weekly off

There are different types of shifts once you assign shift to the workman then he has to come on that shift.

Open Shifts- Workman can come in any shift.

Fixed Shifts- Select one shift if workmen are coming in fixed shift.

Shift Sequence – Workmen can come in shift in given sequence.

Weekly Off – Select weekly off.

Attendance Mode

There are four types of attendance mode select the attendance mode.

B – (Only Barcode) for workman's attendance, he should punch his card for barcode reading.

F – (Only Finger) Workman can check in only after finger scanning.

BF – (Barcode + Finger) First workman has to punch his/her card and then go through finger scanning.

B or F – Either barcode or finger scan.

This tab gives you information about workman from where he is originated.

Add Domicile Details

Village
ARVI

Taluka
RAJURA

District
CHANDRAPUR

State
MAHARASHTRA

Ok
Cancel

Add Domicile Details

Enter workman's Village, Taluka, District and State.

Scan ID Proof

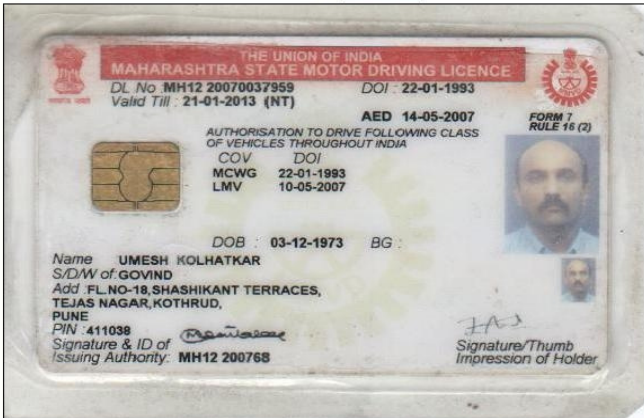
The 'Scan ID Proof' button can be used to scan documents which can act as ID proofs like the contract workman's driver's license or ration card. A picture of this ID proof can be included on the card. The ID proof can be viewed in full size in the maintenance module using the 'Names' option in master tables.

LabourWorks - Scrum System - [Scan ID Proof]

Menu Help

Driving Licence

Scan



Save

Cancel

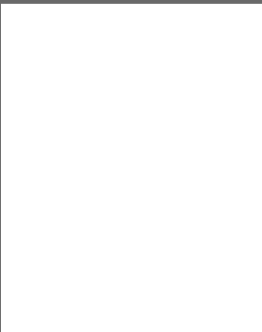
User Name : admin

Date : 23/07/2009

Compliance verification & Time attendance

When a contract workman is entering or leaving the facility, he can be checked-in or checked-out using the 'Attendance' functionality.

To perform the check-in or check-out of a contract workman, scan the barcode on his card. LabourWorks™ will retrieve the appropriate entry from its database. This indicates the workman has been successfully checked-in.

Registered Photo 	Message 	Barcode  Current Shift Shift Time Over Gate Main Gate
Person Details <Name> <Contractor> <Valid Upto>	Attendance Details 	Exit

Following Compliances can be observed using LabourWorks™ attendance terminal

Registered Photo 	Message  E13 W/C Policy Expired, W/C Policy अवधि समाप्त हो चुकी है, समय मुद्रांकन को अनुमति नहीं है.	Barcode  Current Shift Shift Time Gate Supplier Gate
Person Details Prashant B SHREE MECH ENGINEERS 19/11/2012	Attendance Details 	Exit

अपनी मेडिकल जा

Registered Photo 	Message  E13 Your Work Order is Expired वक ऑर्डर की अवधि समाप्त हो चुकी है, समय मुद्रांकन को अनुमति नहीं है.	Barcode  Current Shift Shift Time Gate Supplier Gate
Person Details Prashant B SHREE MECH ENGINEERS 19/11/2012	Attendance Details 	Exit

अपनी मेडिकल जा



अपनी मेडिकल जांच



अपनी मेडिकल जांच पूर्ण करने के लिए मेडिकल



अपनी मेडिकल जांच पू



अपनी मेडिकल जांच पू

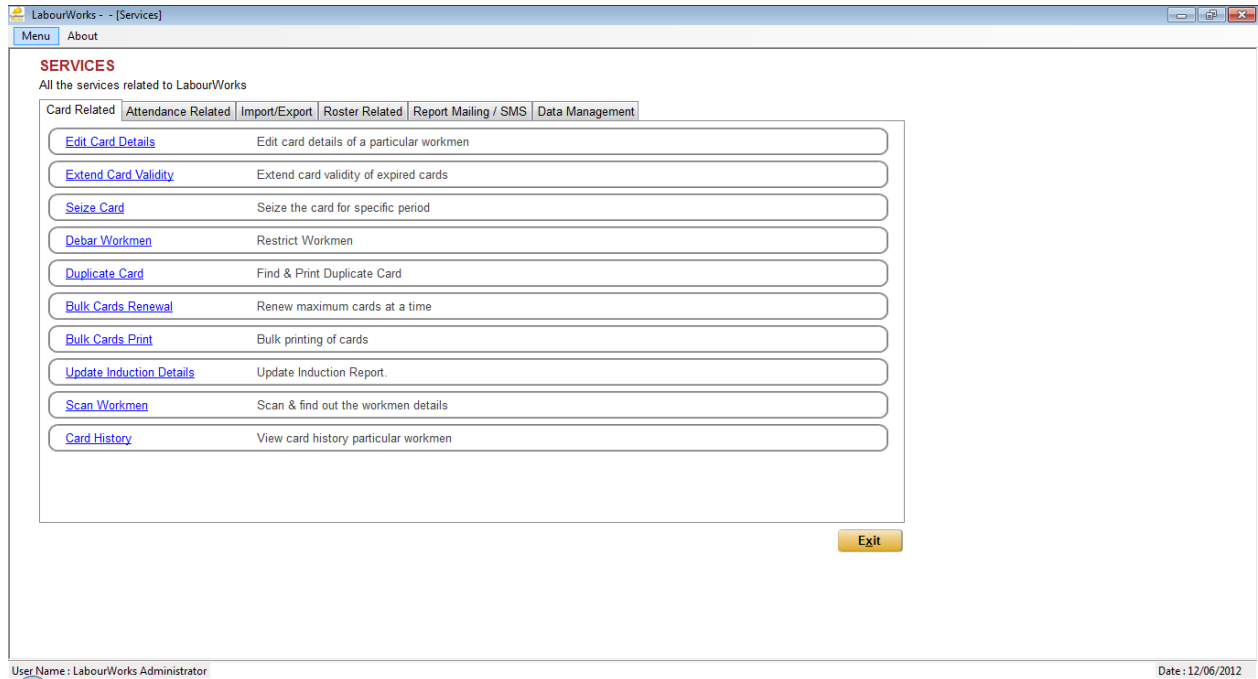
Shifts

Shift work is an employment practice designed to make use of the 24 hours of the clock, rather than a standard working day. Usually, a working day is divided into four shifts and the workmen are assigned to these shifts.

If 'Shifts' have been enabled in your copy of LabourWorks™, you can set the timings for the four shifts using the maintenance module. When a contract workman checks-in during the thirty minutes before or after the start time of a shift, LabourWorks™ designates that shift to him in its records. However, when a contract workman checks-in late when another shift is in progress, LabourWorks™ asks you the shift for which you would want to accommodate him/her. This shift can be selected by clicking on its corresponding radio-button.

Services

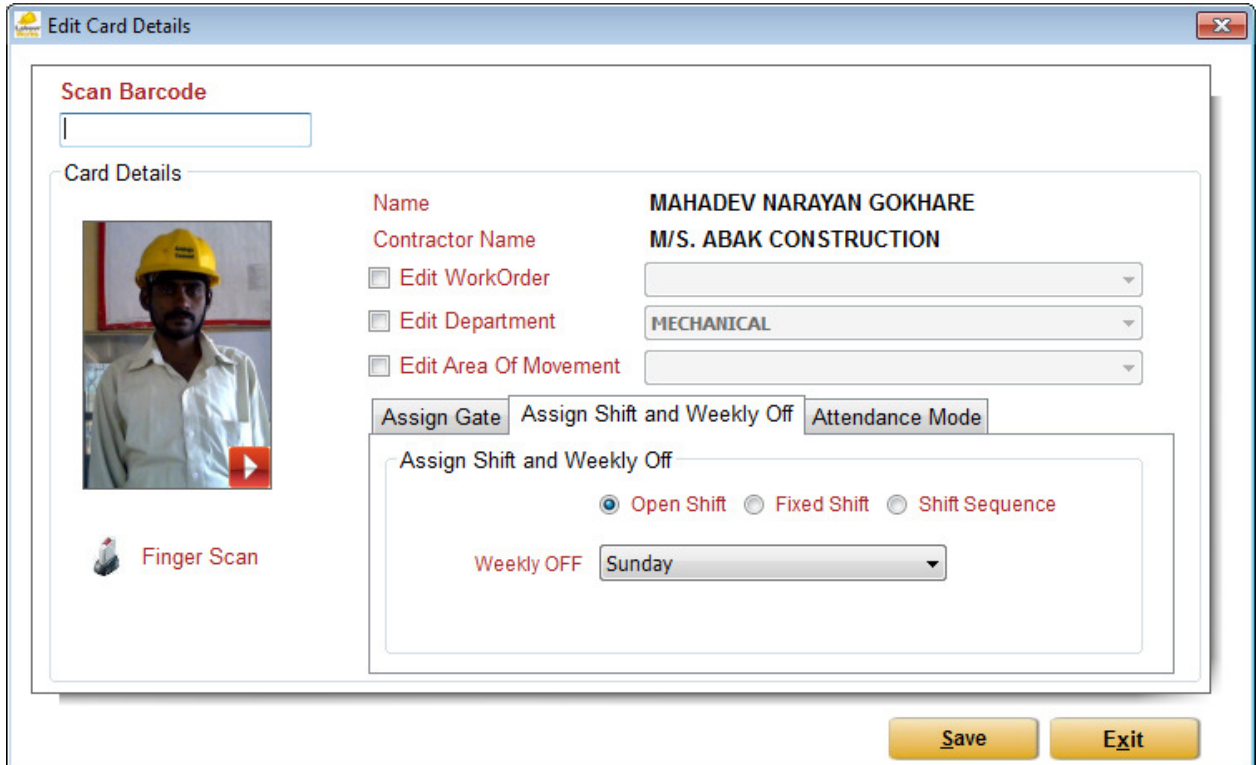
All services related to LabourWorks™ can be found under 'Services'. The barcode of a card can be scanned or a fingerprint taken to retrieve the corresponding details stored in the database. Certain stored details depending on the service selected can be altered accordingly.



Card Related

Edit Card Details

At the time of card creation if any information filled wrong or some part missed, then LabourWorks™ allows you to modify the desired parameters by using this tab.



Scan Barcode - You can scan the barcode on a card to initiate the editing process. Upon retrieving the appropriate data,

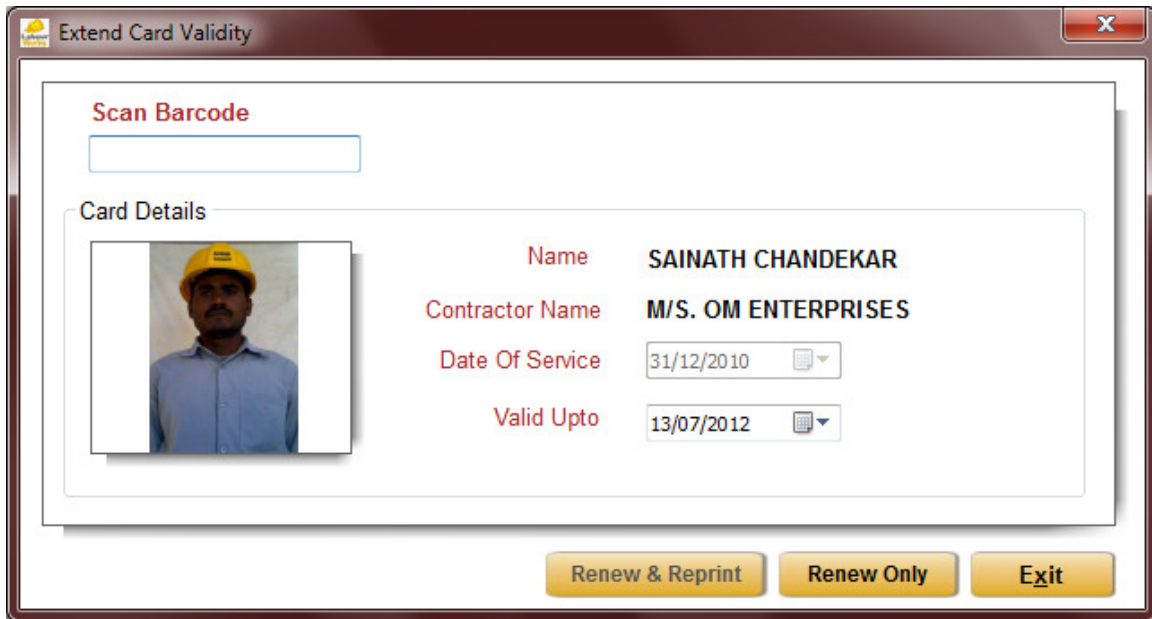
Edit Work Order – Click on to checkbox if you want to edit work order, and then select work order from the list.

Edit Department – Click on to checkbox if you want to edit Department, and then select department from the list.

Edit Area of Movement -- Click on to checkbox if you want to edit area of movement, and then select the area from the list.

Extend Card Validity

This facility gives you to extend workman's card validity if workman is going to continue same work. You can scan the barcode and after retrieving the workman's information, renew its validity till given date of your choice with this option.



Date of joining – Select the joining date of workman

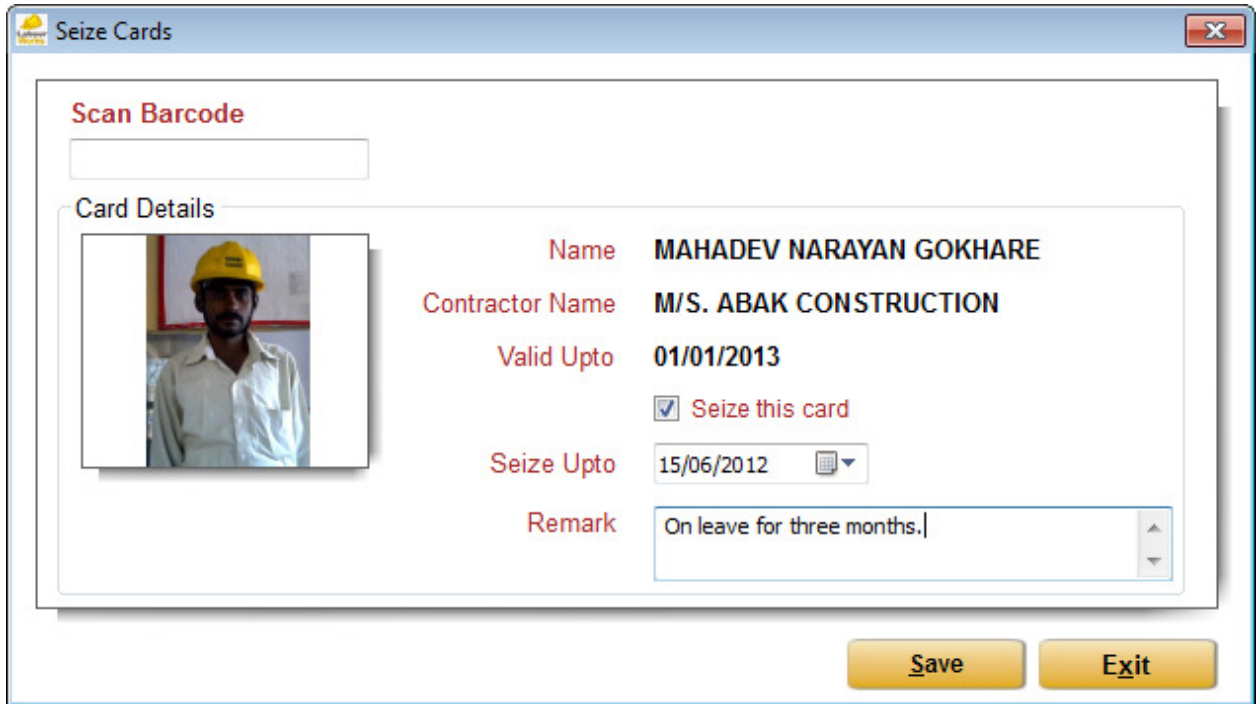
Valid upto – Select the date. Card will be valid upto selected date.

Renew and reprint – Renew the card and reprint. (Barcode will be renewed so card has to be reprinted)

Renew – Renew only. (Only Date will be renewed)

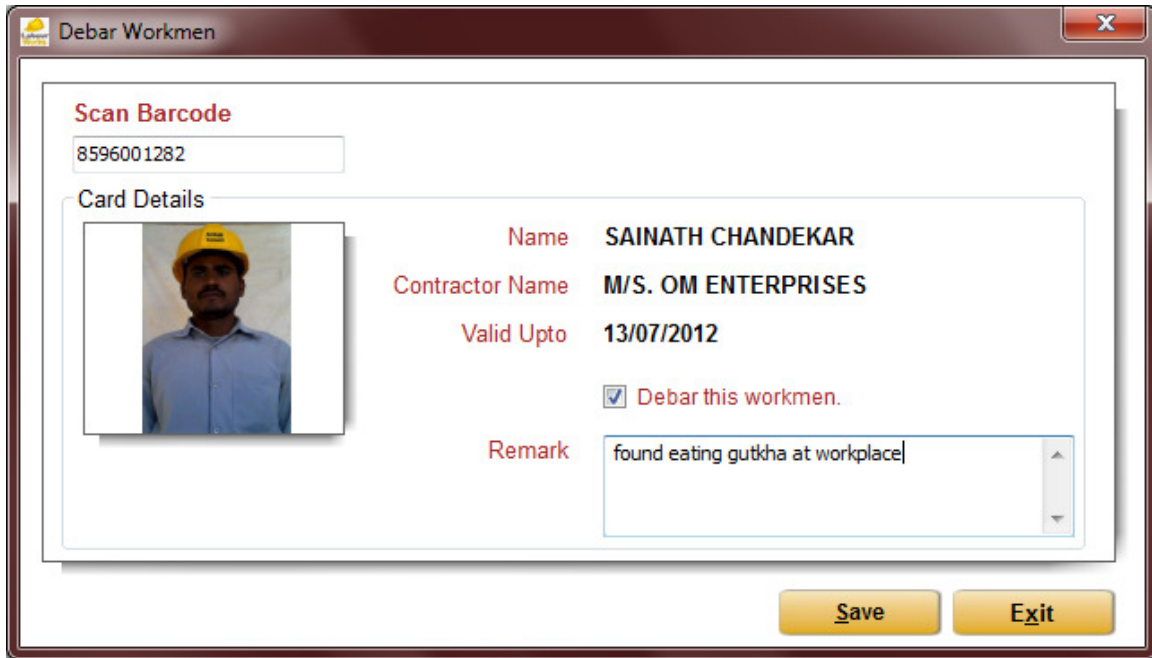
Seize Card

By using this tab, you can restrict the access of card for selected time due to some reason.



Seize this card – Click on to the check box and then select the date, that card will be seized till selected . Remark – Write the details in this field. (E.g. Reason of card seizing)

Debar Workmen : Certain contract workmen can be restricted from entering the facility on accounts of suspicious or bad behavior. This tab can be used to debar particular contract workmen.



Debar Workmen

Scan Barcode

8596001282

Card Details



Name SAINATH CHANDEKAR

Contractor Name M/S. OM ENTERPRISES

Valid Upto 13/07/2012

☒ Debar this workmen.

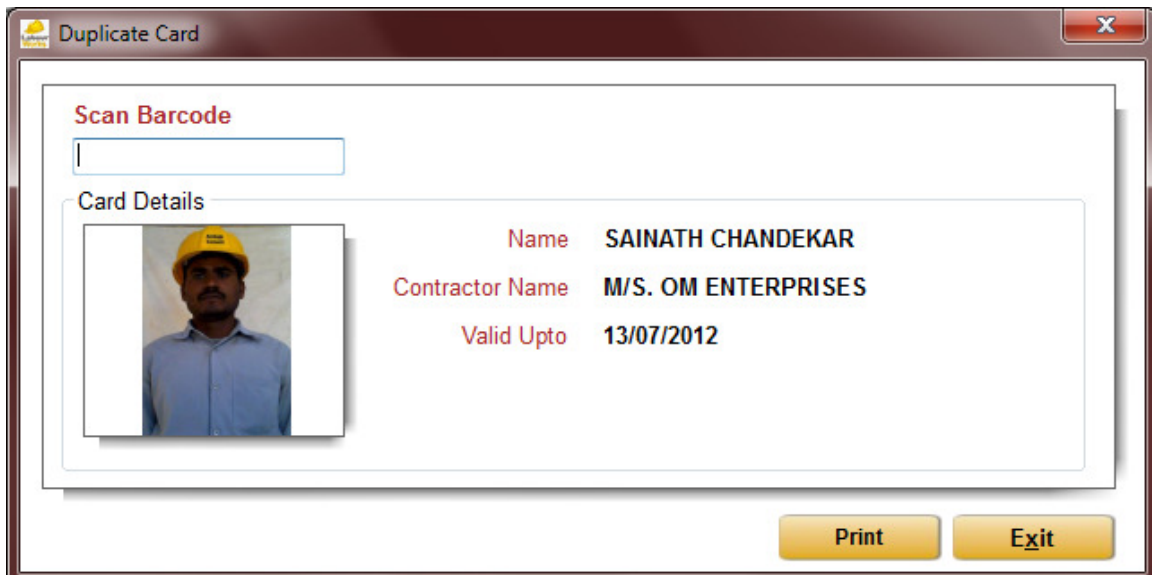
Remark found eating gutkha at workplace

Save **Exit**

Scan the barcode on the card and select the option 'Debar this workman' to restrict entry to a particular workman.

Remark -- Write the details in this field and save it.

Duplicate Card : If the workman lost his/her card ,by using this tab, he/she can get duplicate card . Select the name of the workman in question from the LabourWorks™ repository to issue him/her a duplicate of his/her card.



Duplicate Card

Scan Barcode

Card Details



Name SAINATH CHANDEKAR

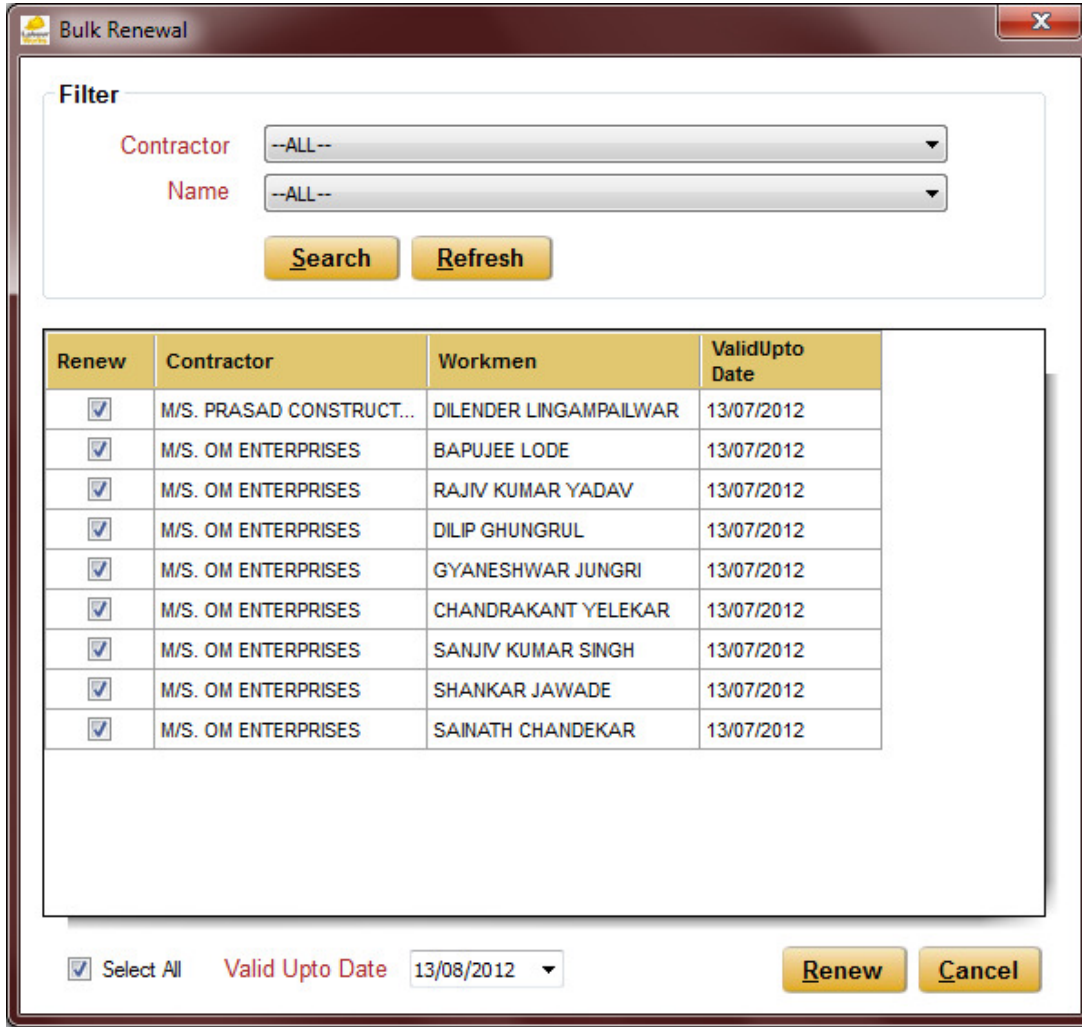
Contractor Name M/S. OM ENTERPRISES

Valid Upto 13/07/2012

Print **Exit**

Card Bulk Renewal

If you want to renew more than one card of the workmen who are of same contractor then this facility gives you to renew many cards at a time.



The screenshot shows a 'Bulk Renewal' window with a filter section and a table of workmen cards to be renewed.

Filter Section:

- Contractor:** --ALL--
- Name:** --ALL--
- Buttons:** Search, Refresh

Table:

Renew	Contractor	Workmen	ValidUpto Date
☒	M/S. PRASAD CONSTRUCT...	DILENDER LINGAMPAILWAR	13/07/2012
☒	M/S. OM ENTERPRISES	BAPUJEE LODE	13/07/2012
☒	M/S. OM ENTERPRISES	RAJIV KUMAR YADAV	13/07/2012
☒	M/S. OM ENTERPRISES	DILIP GHUNGRUL	13/07/2012
☒	M/S. OM ENTERPRISES	GYANESHWAR JUNGRI	13/07/2012
☒	M/S. OM ENTERPRISES	CHANDRAKANT YELEKAR	13/07/2012
☒	M/S. OM ENTERPRISES	SANJIV KUMAR SINGH	13/07/2012
☒	M/S. OM ENTERPRISES	SHANKAR JAWADE	13/07/2012
☒	M/S. OM ENTERPRISES	SAINATH CHANDEKAR	13/07/2012

Bottom Section:

- ☒ Select All
- Valid Upto Date:** 13/08/2012
- Buttons:** Renew, Cancel

Contractor Name - Select contractor name.

Name - Select worker name.

Select all - If you want to renew all worker's card, then select this option.

Valid Up to Date - Select the date the card will be valid up to selected date.

Bulk Card Print

With this option you will be given a repository of all the entries that have been made using your copy of LabourWorks™ with appropriate parameters that help you filter the list. Select the entries you want and click on print to issue badges in bulk.

LabourWorks - Scrum System - [Bulk Print]

Menu About

BULK PRINT

You Can Print Multiple Badges at One time

Filter

From Date: 06/07/2011 To Date: 13/07/2012 ☐ All

Contractor: --All--

Card Type: --All--

Name:

☐ Card Not Printed ☒ Card Printed

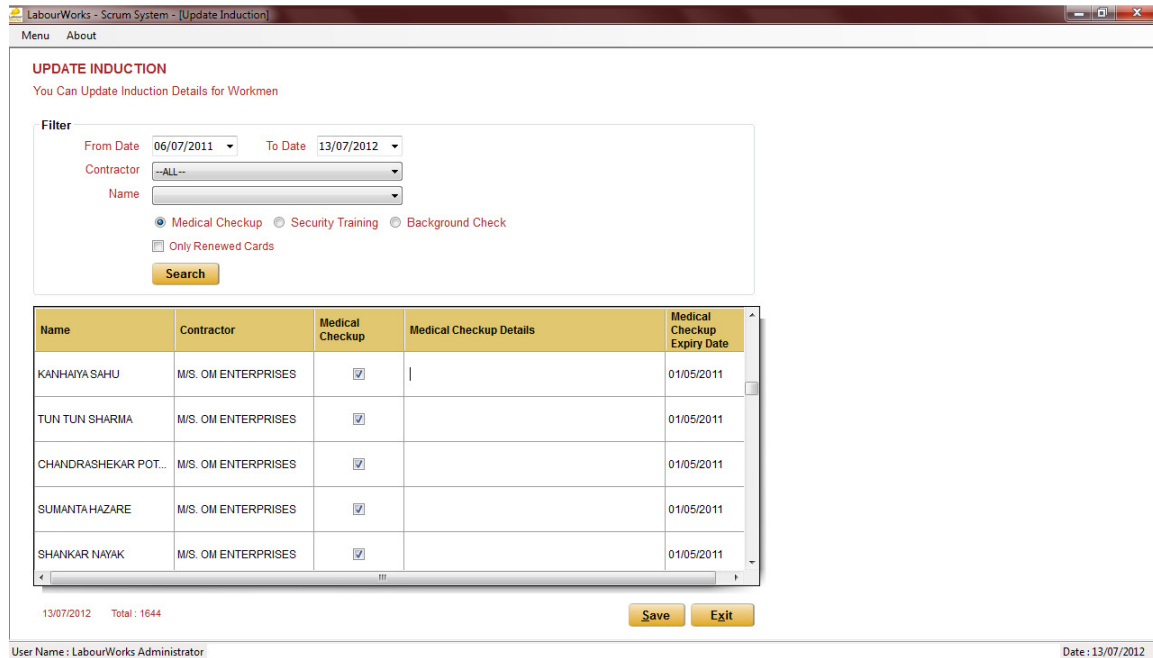
Check All	Contractor	Name	Card Type	Remark
☐	M/S. ABAK CONSTRUCTION - PROJ...	MAROTI MOGARE	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	SHATRUGHAN BHOYAR	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	VIKAS DHANDRE	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	VILAS MADAVI	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	RAMSHIV MESHRAM	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	BHARATH SONTAKE	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	MULBASIR ALAM	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	MARUTHI GURNOLE	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	NANDALAL GIRI	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	RANVIR KUMAR SINGH	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	AMIR KHAN	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	DHARMENDRA KUMAR	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	IRFAN KHAN	SHORT TERM	
☐	M/S. ABAK CONSTRUCTION - PROJ...	MODASIR KHAN	SHORT TERM	

Date : 13/07/2012 Total : 1602

User Name : LabourWorks Administrator Date : 13/07/2012

Update Induction Details

Under the update induction details option, you will be provided a list of all the workmen for whom entries have been made. You can update the details on certain induction reports like Medical Check-Up, Security Training and Background Check



UPDATE INDUCTION
You Can Update Induction Details for Workmen

Filter

From Date: 06/07/2011 To Date: 13/07/2012

Contractor: --ALL--

Name:

☒ Medical Checkup ☐ Security Training ☐ Background Check

☐ Only Renewed Cards

Search

Name	Contractor	Medical Checkup	Medical Checkup Details	Medical Checkup Expiry Date
KANHAYA SAHU	M/S. OM ENTERPRISES	☒		01/05/2011
TUN TUN SHARMA	M/S. OM ENTERPRISES	☒		01/05/2011
CHANDRASHEKAR POT...	M/S. OM ENTERPRISES	☒		01/05/2011
SUMANTA HAZARE	M/S. OM ENTERPRISES	☒		01/05/2011
SHANKAR NAYAK	M/S. OM ENTERPRISES	☒		01/05/2011

13/07/2012 Total: 1644

Save **Exit**

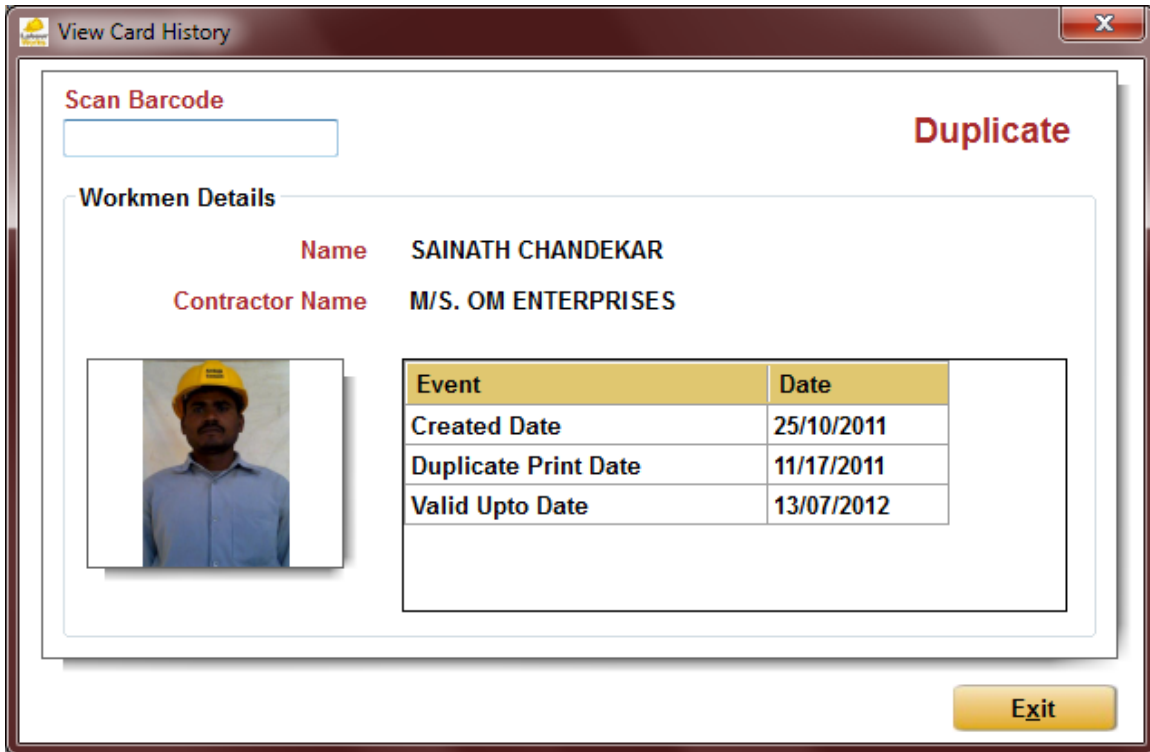
User Name : LabourWorks Administrator Date : 13/07/2012

Scan Workmen

Scan a photograph or fingerprint of a workman to retrieve his details stored in the LabourWorks™ database using this option.

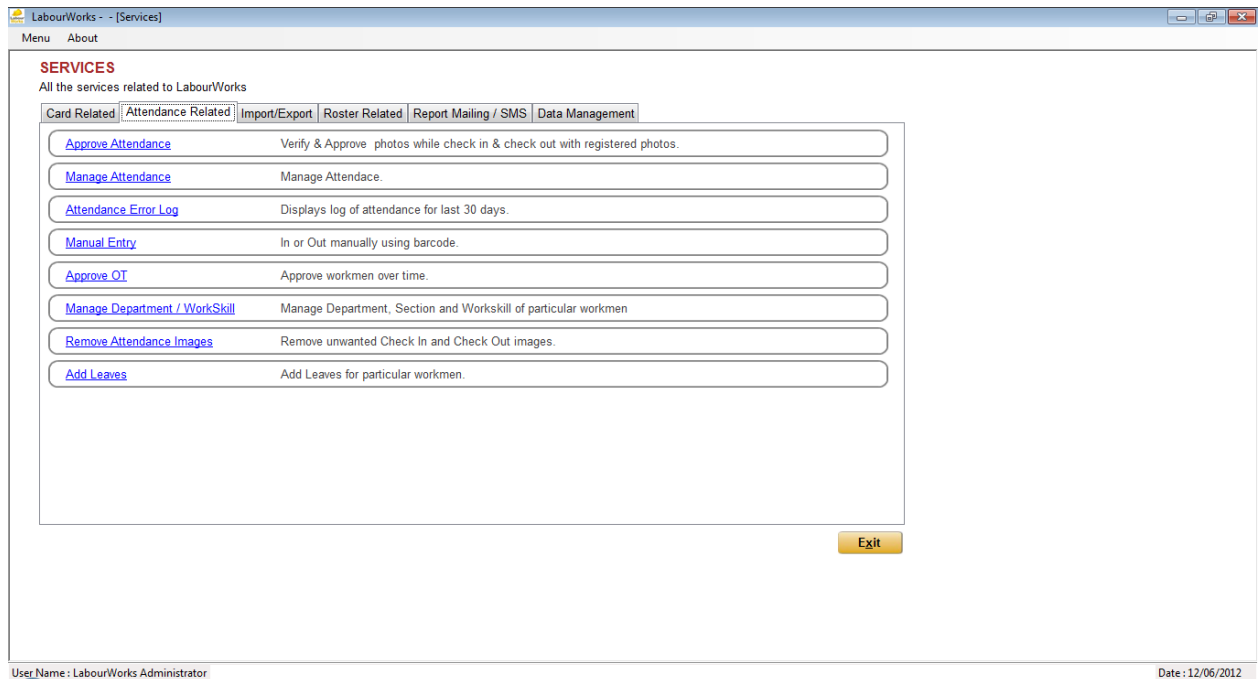
Card History

Scan the barcode on a card to view the check-in, check-out details and other specifics using this option.

A screenshot of a software window titled "View Card History". The window has a dark red title bar with a close button (X) in the top right corner. Inside the window, there is a "Scan Barcode" section with a text input field. To the right of this field is a red button labeled "Duplicate". Below the "Scan Barcode" section is a "Workmen Details" section. This section contains two labels: "Name" with the value "SAINATH CHANDEKAR" and "Contractor Name" with the value "M/S. OM ENTERPRISES". To the left of these details is a small portrait photo of a man wearing a yellow hard hat and a light blue shirt. To the right of the photo is a table with two columns: "Event" and "Date". The table contains three rows of data: "Created Date" (25/10/2011), "Duplicate Print Date" (11/17/2011), and "Valid Upto Date" (13/07/2012). At the bottom right of the window is a yellow button labeled "Exit".

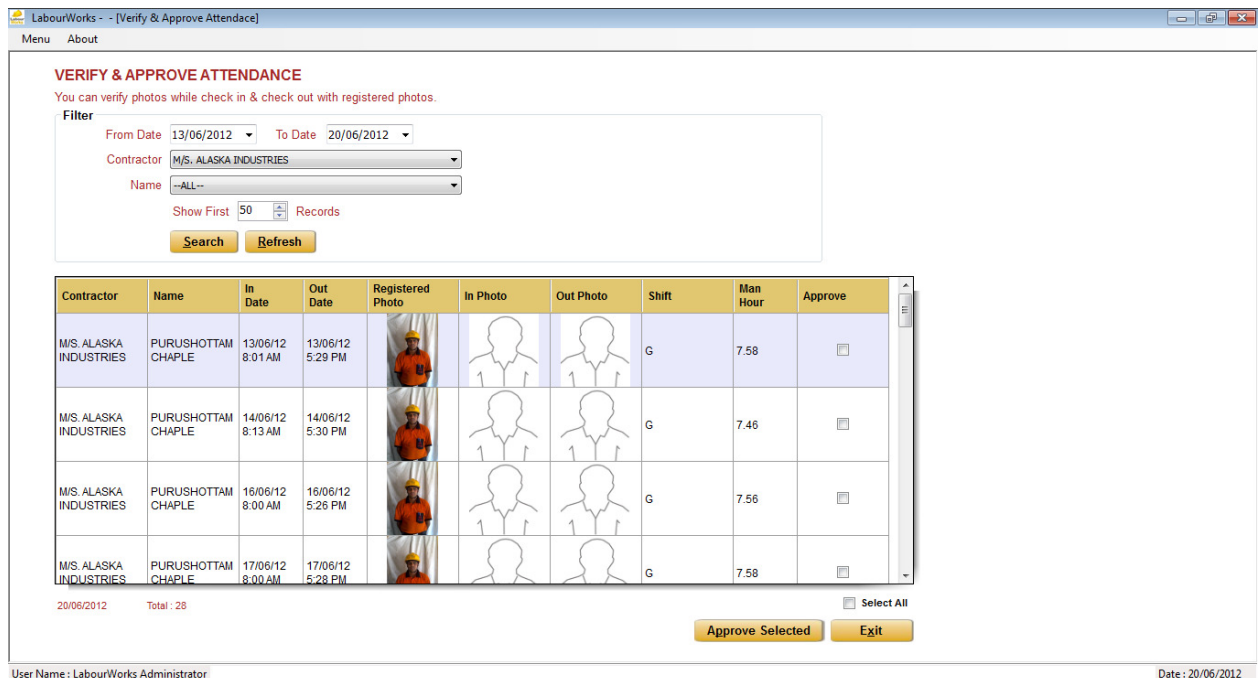
Event	Date
Created Date	25/10/2011
Duplicate Print Date	11/17/2011
Valid Upto Date	13/07/2012

Attendance Related



Approve Attendance

At the time of check in, workmen punch their card. You can capture their photo at the time of attendance. This facility gives you to compare that attendance photo with registered photo. After that you can decide to approve workman's attendance. If photo will not match with registered photo, that particular workman will be marked as absent.



Following are the filters

From Date To Date- Select the date. The data will display for selected period only.

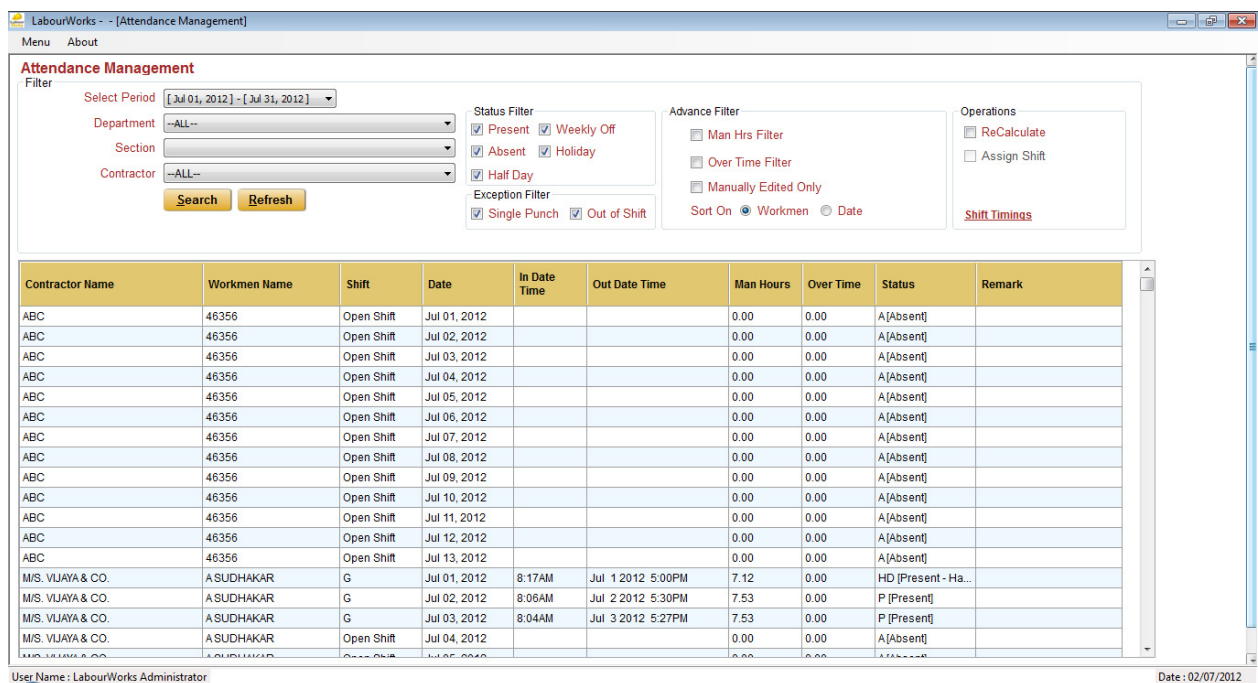
Contractor Name- Select the contractor name from the given list.

Name- Names will populate according to contractor.

Show First- Displays first selected records.

Manage Attendance

This facility gives you to update workmen's status, man hrs. And overtime. If workman has done single punch, you can enter his/her out time from here.



Contractor Name	Workmen Name	Shift	Date	In Date Time	Out Date Time	Man Hours	Over Time	Status	Remark
ABC	46356	Open Shift	Jul 01, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 02, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 03, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 04, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 05, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 06, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 07, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 08, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 09, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 10, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 11, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 12, 2012			0.00	0.00	A[Absent]	
ABC	46356	Open Shift	Jul 13, 2012			0.00	0.00	A[Absent]	
MIS. VIJAYA & CO.	A SUDHAKAR	G	Jul 01, 2012	8:17AM	Jul 1 2012 5:00PM	7.12	0.00	HD [Present - Ha...	
MIS. VIJAYA & CO.	A SUDHAKAR	G	Jul 02, 2012	8:06AM	Jul 2 2012 5:30PM	7.53	0.00	P [Present]	
MIS. VIJAYA & CO.	A SUDHAKAR	G	Jul 03, 2012	8:04AM	Jul 3 2012 5:27PM	7.53	0.00	P [Present]	
MIS. VIJAYA & CO.	A SUDHAKAR	Open Shift	Jul 04, 2012			0.00	0.00	A[Absent]	

Period- Select the date from given list. It will display the data for the selected period.

Department- Select the department from the list.

Section- Select the section respective of department.

Contractor- Select contractor name.

Filter- Five types of filters are available.

Present- Displays the list of workmen whose status is present only for selected period.

Absent- Displays the list of workmen whose status is absent only for selected period.

Weekly Off- Displays the list of workmen whose status is weekly off only for selected period.

Half Day- Displays the list of workmen whose status is half day for selected period.

Holiday- Displays the list of workmen's holidays.

Exception Filter

Single Punch- At the time of check in, workman punches his/her card and make his/her attendance but at the time of check out, if he/her leaves without punching his/her card, then it is considered as single punch.

If you click this option, it will display the data who has done single punch.

Advance Filter-

Man Hrs. Filter- Displays the data according to workmen's man hrs.

In that if you select greater than (>) option it will display the man hours greater than selected hours.

Select greater than or equal to option (>=), it will display man hours equal to or greater than selected hours.

Select less than (<) option it will display the man hours less than selected hours.

Select less than or equal to option (<=), it will display man hours equal to or less than selected hours.

Select equal to option (=), it will display man hours equal to selected hours.

Over Time filter

Displays workmen's overtime data.

In that if you select greater than (>) option it will display the overtime greater than selected hours.

Select greater than or equal to option (>=), it will display overtime equal to or greater than selected hours.

Select less than (<) option it will display the overtime less than selected hours.

Select less than or equal to option (<=), it will display overtime equal to or less than selected hours.

Select equal to option (=), it will display overtime equal to selected hours.

Manually Edited Only

Displays data which is manually edited only.

Sort On

Workmen- Data can be sorted by workmen.

Date- Data will sort by date.

Operations

Recalculate- If you select this option, data will recalculate with man hours, over time and status (e.g. present)

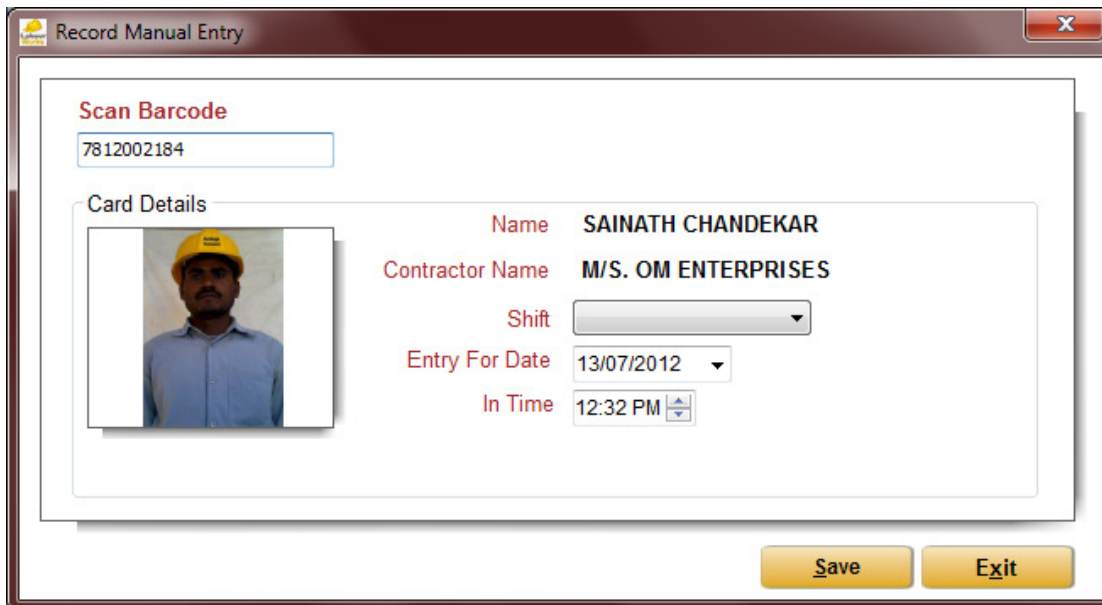
Assign Shift- Application will assign shift according to check in time.

Attendance Error Log

- a. Invalid Barcode- Workman showing unregistered barcode card.
- b. Finger Validation- If finger is not matching with registered finger scan.
- c. Card Expiry- Workman punching expired card.
- d. debarred Labour- Workman is trying to check in who is already debarred.
- e. Medical- If workman has not completed medical checkup..
- f. Security- If workman has not completed security training.
- g. Card Seized- Workman's card is seized still trying to check in.
- h. Gap Message- Workman trying to punch the card continuously.
- i. Background- Workman's background check is not completed.
- j. Gate Validation- Workman is trying to check in from gate which is not assigned to him/her

Manual Entry

By using this feature operator can do the workman's manual entry by just scanning the barcode .Operator can record In time, Shift and Out Time(In case check in done by workman).

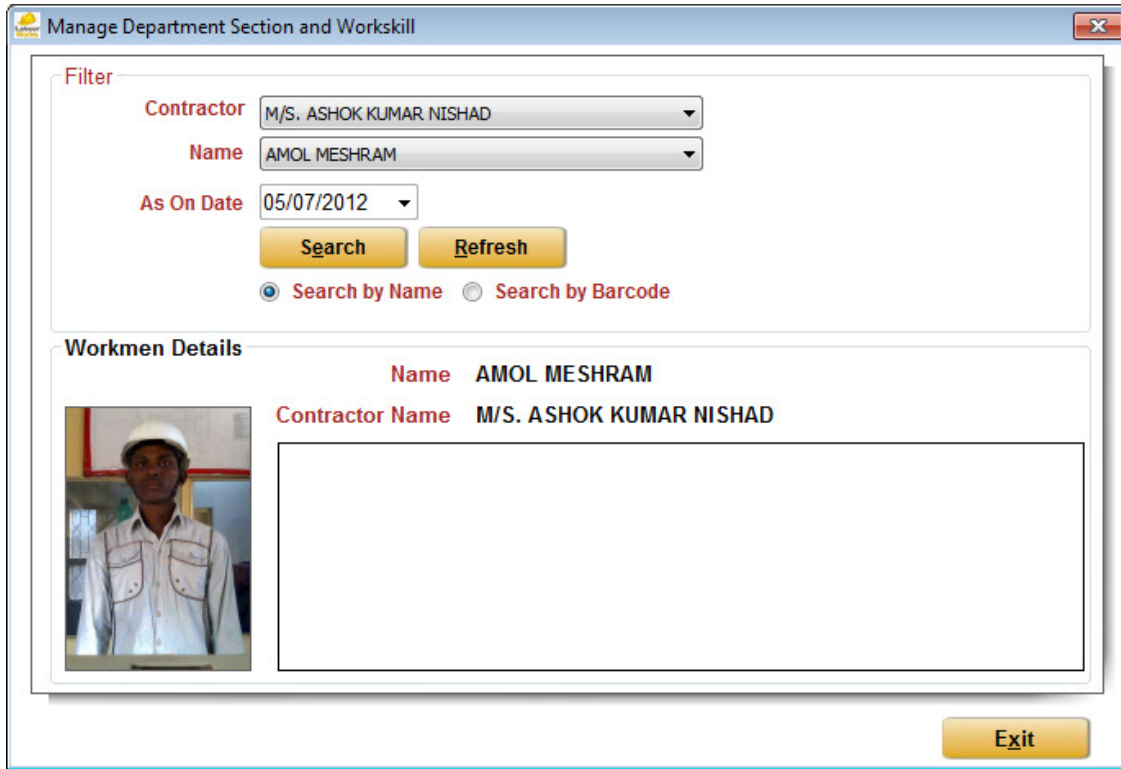
A screenshot of a software window titled "Record Manual Entry". The window has a dark red title bar with a close button (X) on the right. Inside the window, there is a "Scan Barcode" section with a text box containing the number "7812002184". Below this is a "Card Details" section. On the left of this section is a photo of a man wearing a yellow hard hat and a light blue shirt. To the right of the photo, the following information is displayed: "Name" SAINATH CHANDEKAR, "Contractor Name" M/S. OM ENTERPRISES, "Shift" (a dropdown menu), "Entry For Date" 13/07/2012 (a dropdown menu), and "In Time" 12:32 PM (a time picker). At the bottom right of the window are two yellow buttons labeled "Save" and "Exit".

Scan Barcode	
7812002184	
Card Details	
	Name SAINATH CHANDEKAR
	Contractor Name M/S. OM ENTERPRISES
	Shift ▼
	Entry For Date 13/07/2012 ▼
	In Time 12:32 PM ▲▼

Save **Exit**

Manage Department/work skill

This facility gives you to update department, section for selected date. Manage department, section and work skill of selected workman.



Filter- Search particular workman from this filter.

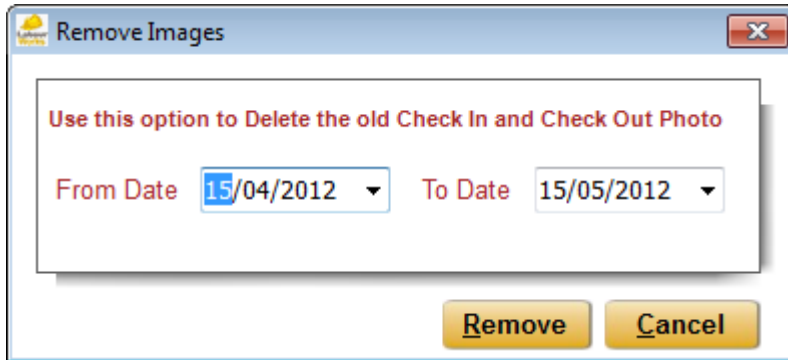
Date- Select the specific date

Search by Name- If you select this option, enter the workman's name. It will display details of workmen.

Search by barcode- If you select this option, enter workman's barcode. It will display workman's details.

Remove Attendance Images

This facility provides you to remove unwanted check in and check out or old images from selected period.

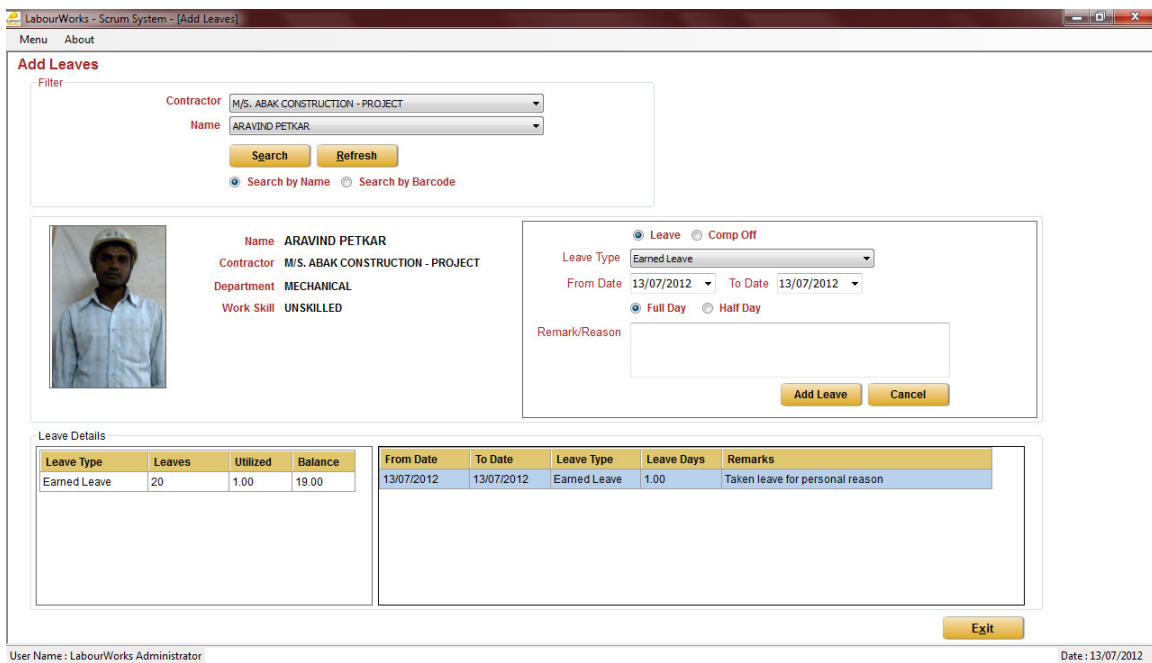


Remove Images

Use this option to Delete the old Check In and Check Out Photo

From Date To Date

Add Leaves



LabourWorks - Scrum System - [Add Leaves]

Menu About

Add Leaves

Filter

Contractor

Name

☒ Search by Name ☐ Search by Barcode



Name ARAVIND PETKAR

Contractor M/S. ABAK CONSTRUCTION - PROJECT

Department MECHANICAL

Work Skill UNSKILLED

☒ Leave ☐ Comp Off

Leave Type

From Date To Date

☒ Full Day ☐ Half Day

Remark/Reason

Leave Details

Leave Type	Leaves	Utilized	Balance
Earned Leave	20	1.00	19.00

From Date	To Date	Leave Type	Leave Days	Remarks
13/07/2012	13/07/2012	Earned Leave	1.00	Taken leave for personal reason

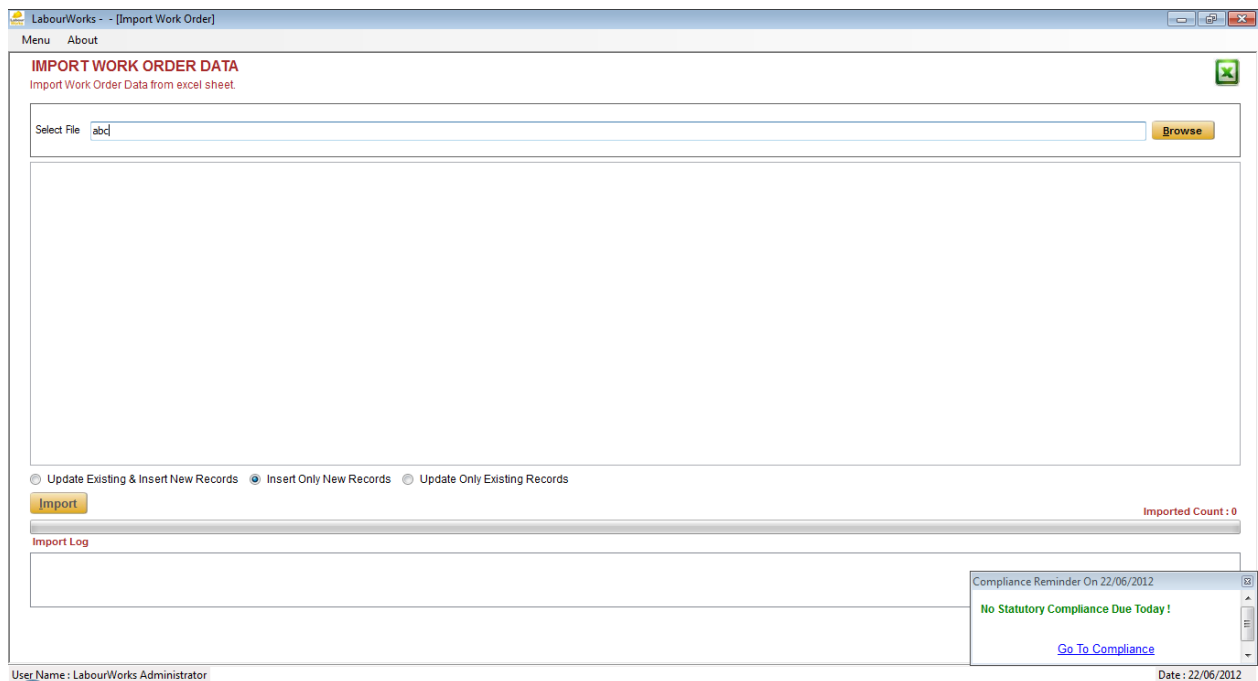
User Name : LabourWorks Administrator Date : 13/07/2012

Import/Export

Under the Import/Export tab, workman/attendance/card data existing in a variety of formats can be imported to your copy of LabourWorks™ Below is the list of data you can import along with the format in which the data should exist.

Import Work Order

Prepare excel sheet of work order, and you can import work orders to excel sheet.



To import the excel sheet click on to browse button and select the file which you want to update.

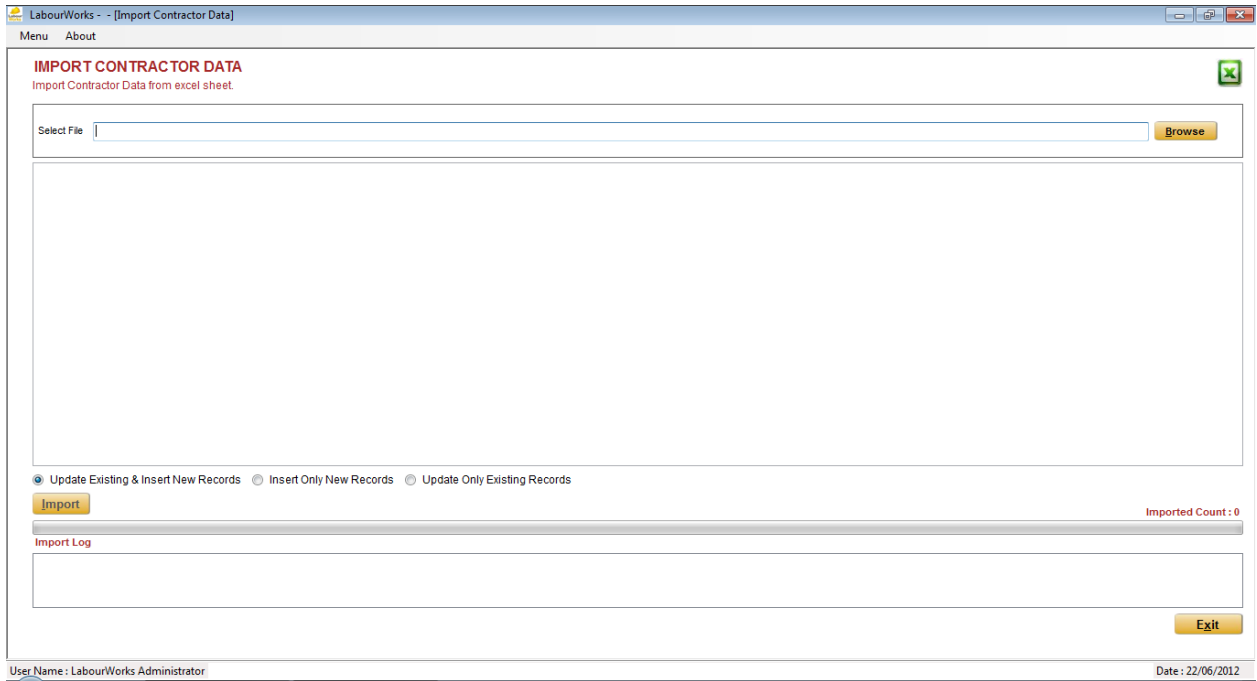
Update Existing records and Insert new records.

Insert only new record- You cannot update records.

Update only existing records- You cannot insert new record.

Import Contractor

Import contractor data from excel sheet.



To import the excel sheet click on to browse button and select the file which you want to update.

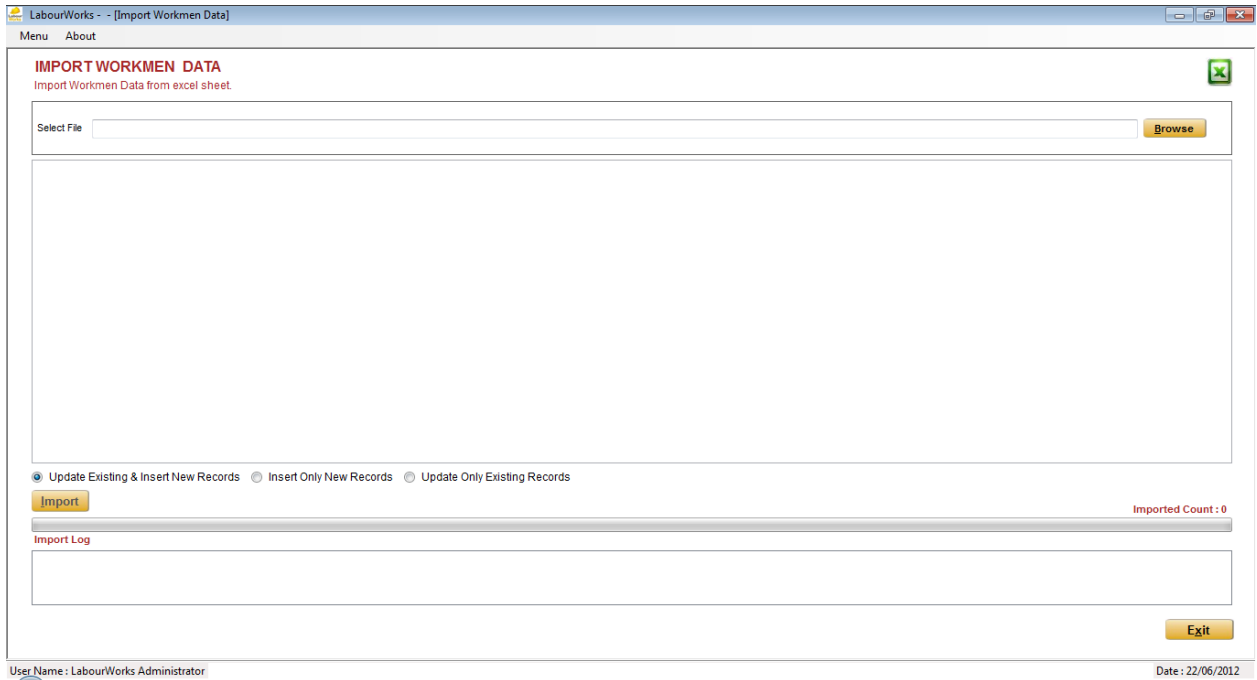
Update Existing and Insert new records.

Insert only new record.

Update only existing records. - You cannot insert new records.

Import Workmen

Import workmen data from excel sheet.



The screenshot shows a web application window titled "LabourWorks - [Import Workmen Data]". The window has a menu bar with "Menu" and "About". The main content area is titled "IMPORT WORKMEN DATA" and includes the subtitle "Import Workmen Data from excel sheet.". Below this, there is a "Select File" text input field followed by a "Browse" button. A large empty rectangular box is positioned below the file selection area. Underneath the box, there are three radio buttons: "Update Existing & Insert New Records" (which is selected), "Insert Only New Records", and "Update Only Existing Records". Below the radio buttons is an "Import" button. To the right of the "Import" button, the text "Imported Count : 0" is displayed. Below the "Import" button is an "Import Log" section with an empty text area. At the bottom right of the main content area is an "Exit" button. The footer of the window displays "User Name : LabourWorks Administrator" on the left and "Date : 22/06/2012" on the right.

To import the excel sheet click on to browse button and select the file which you want to update.

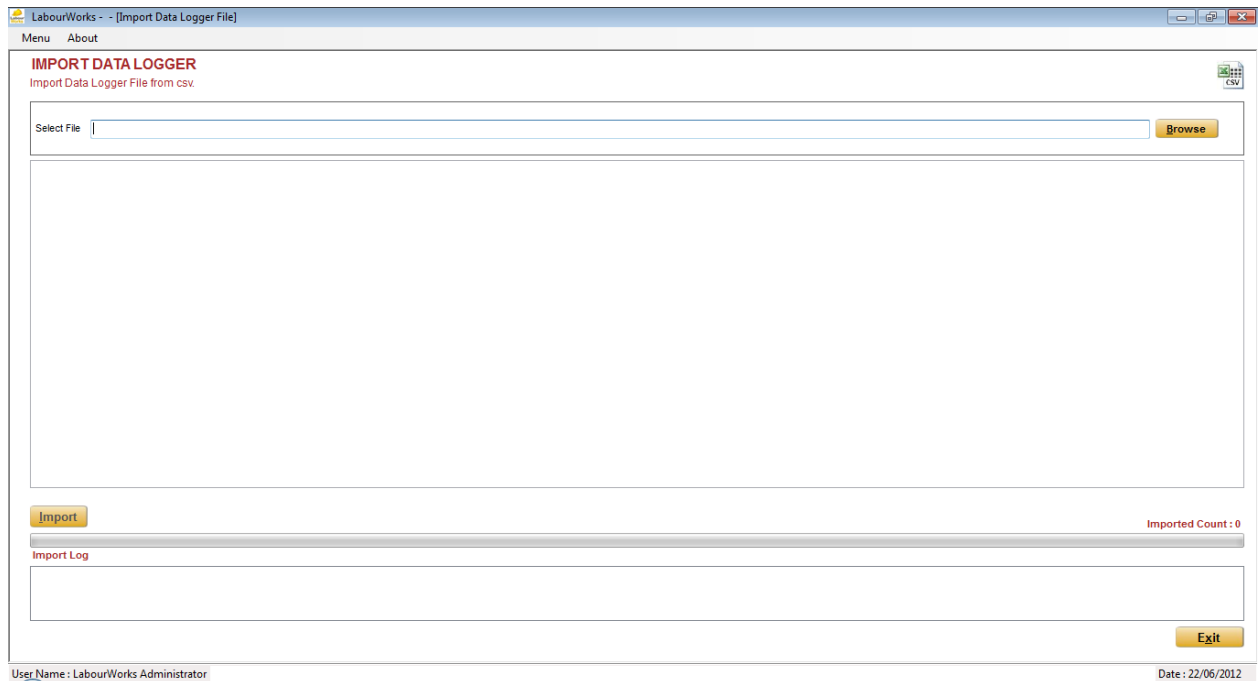
Update Existing and Insert new records.

Insert only new record. You cannot update existing records.

Update only existing records. - You cannot insert new records.

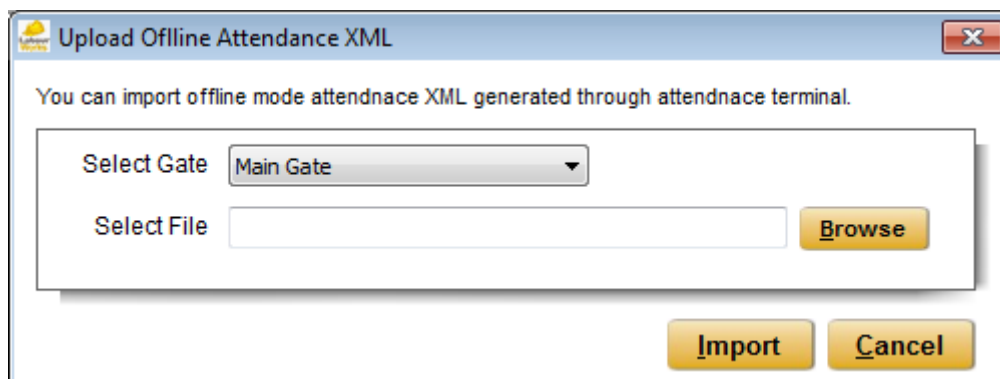
Import Data logger (Data logger File)

Data logger is an offline hardware device. It helps to collect the data when LAN is not connected. So you can take this device for attendance by using barcode scanning and after that connect the device to kiosk and you can take the data from that device.



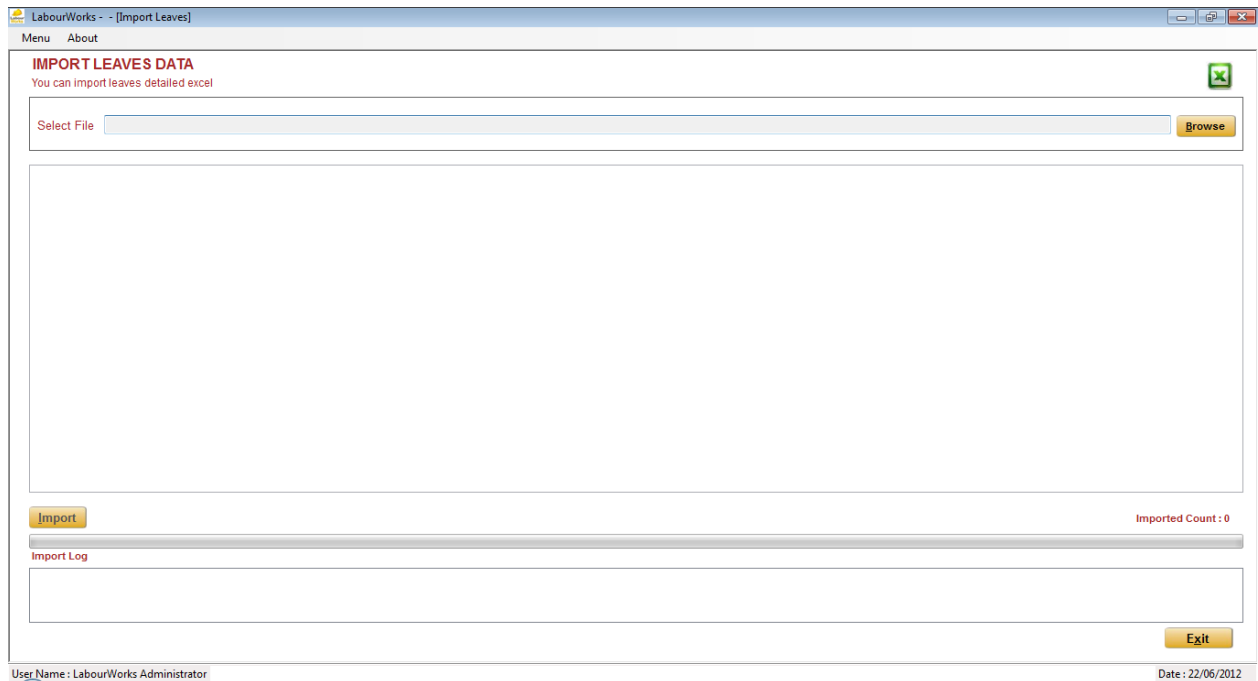
Offline Attendance XML

Upload attendance XML from an isolated attendance terminal.



Import Annually Earned leaves

By using this tab, you can import workmen's annually earned leaves data from excel.



LabourWorks - [Import Leaves]

Menu About

IMPORT LEAVES DATA
You can import leaves detailed excel

Select File

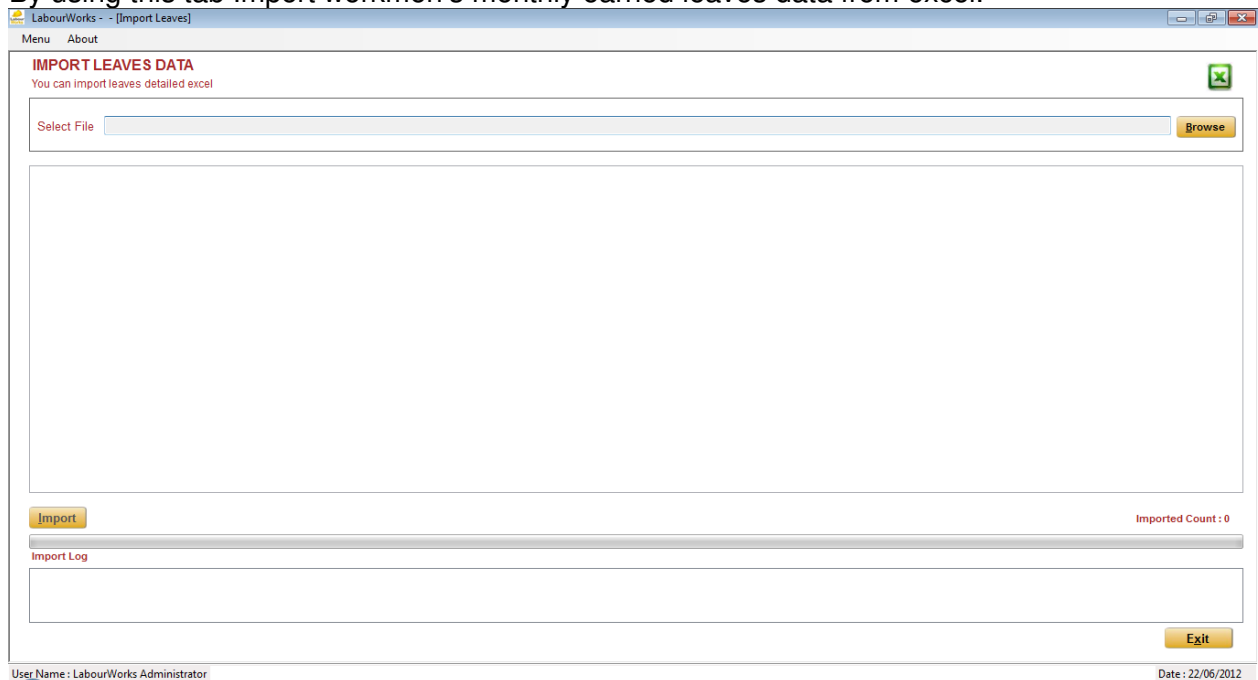
Imported Count : 0

Import Log

User Name : LabourWorks Administrator Date : 22/06/2012

Import Monthly Leaves

By using this tab Import workmen's monthly earned leaves data from excel.



LabourWorks - [Import Leaves]

Menu About

IMPORT LEAVES DATA
You can import leaves detailed excel

Select File

Imported Count : 0

Import Log

User Name : LabourWorks Administrator Date : 22/06/2012

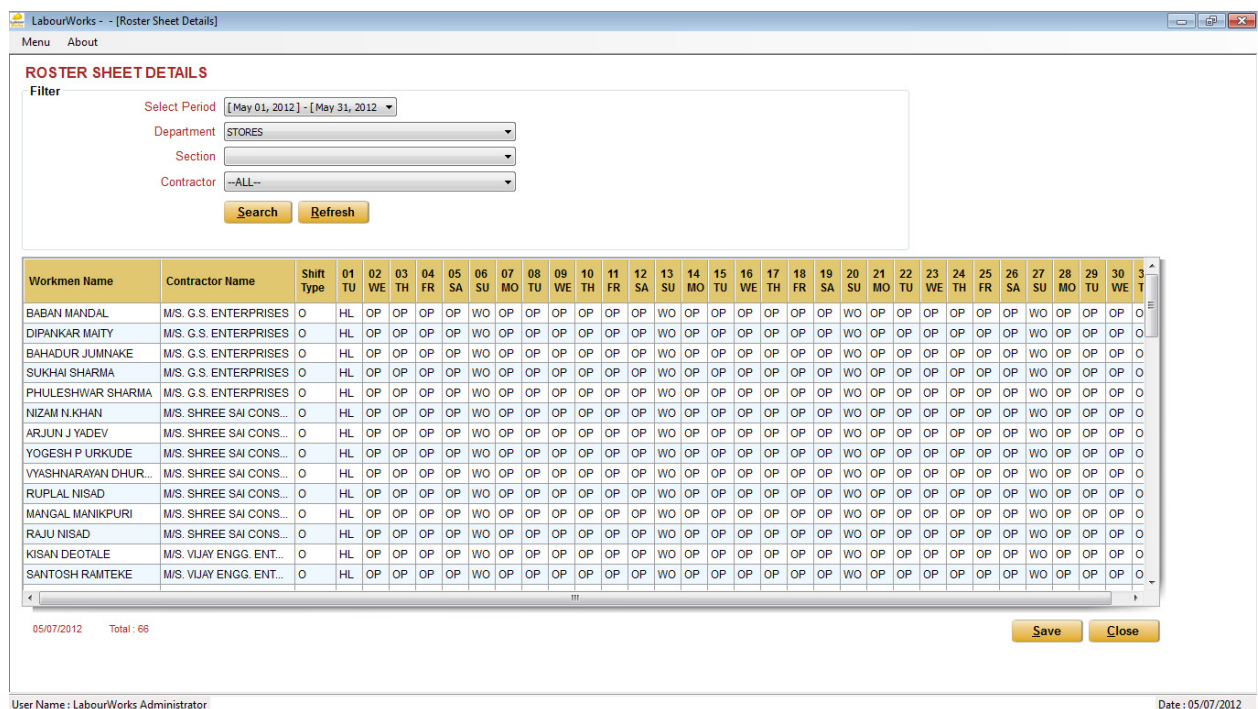
Roster Related

Generate Roster

Roster is a list or register, especially one showing the order of workmen enrolled for shift.

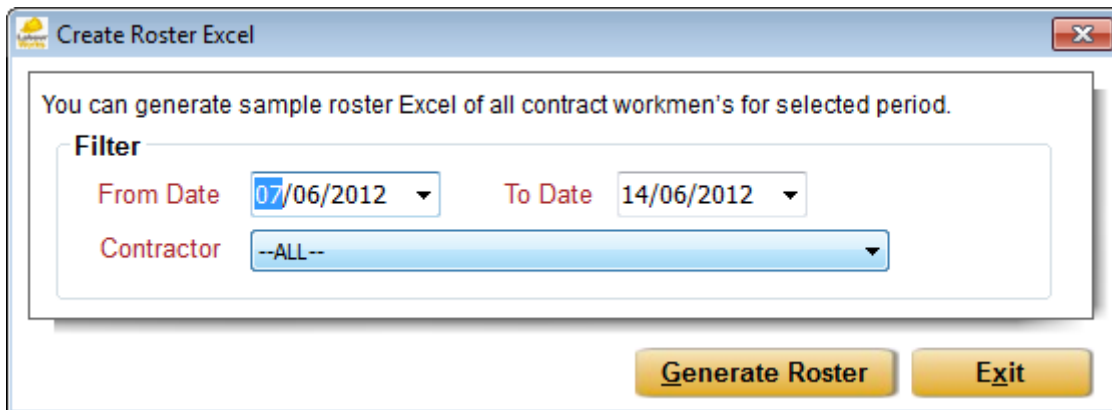
In the roster, you can assign shift to workmen for a month/a week and issue it to their respective contractor. Workmen have to come on assigned shift only.

You can create roaster for a selected period by using this tab.



Generate Roaster File

Generate the roaster file to excel and can enter the record manually.



Create Roster Excel

You can generate sample roster Excel of all contract workmen's for selected period.

Filter

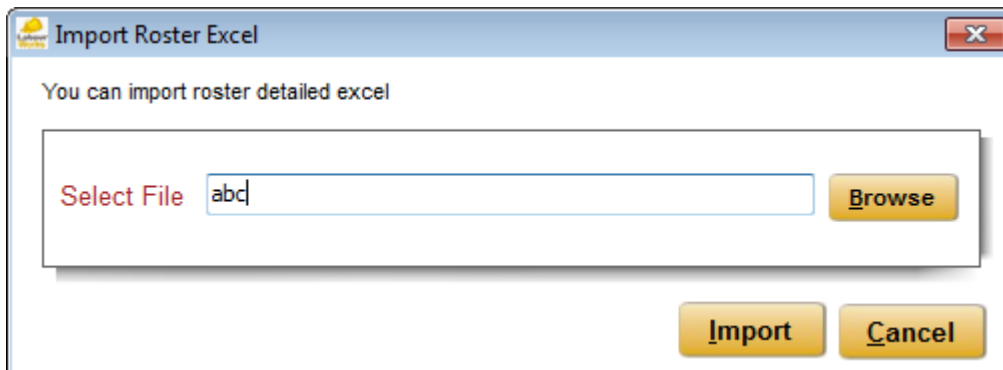
From Date To Date

Contractor

Generate Roster **Exit**

Import Roster File

Import generated roster file



Import Roster Excel

You can import roster detailed excel

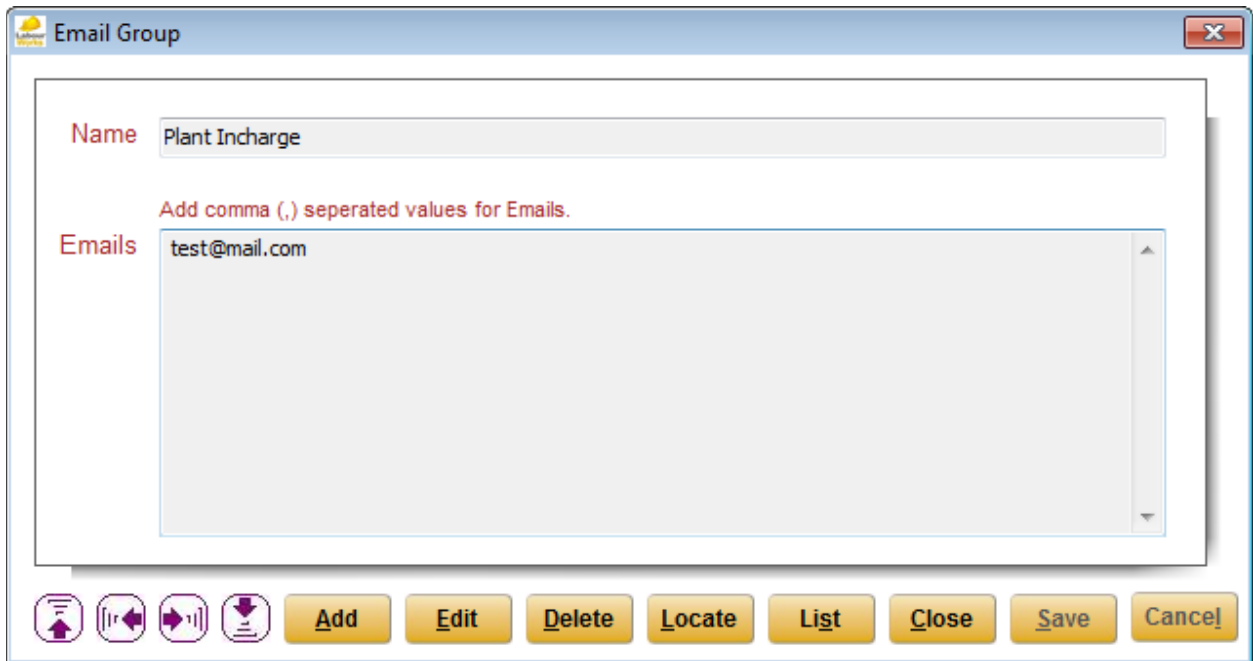
Select File **Browse**

Import **Cancel**

Report Mailing/ SMS

Email Group

LabourWorks™ provide facility to send report via mail to more than one person. For that first create email group and in that add email id, so if you send this Email to particular group, automatically that mail will send to added email id in that group.



Name- Enter the group name.

Emails- Add Email Id it will come under selected group.

Add- To add Email Id.

Edit- To edit Email Id and group name.

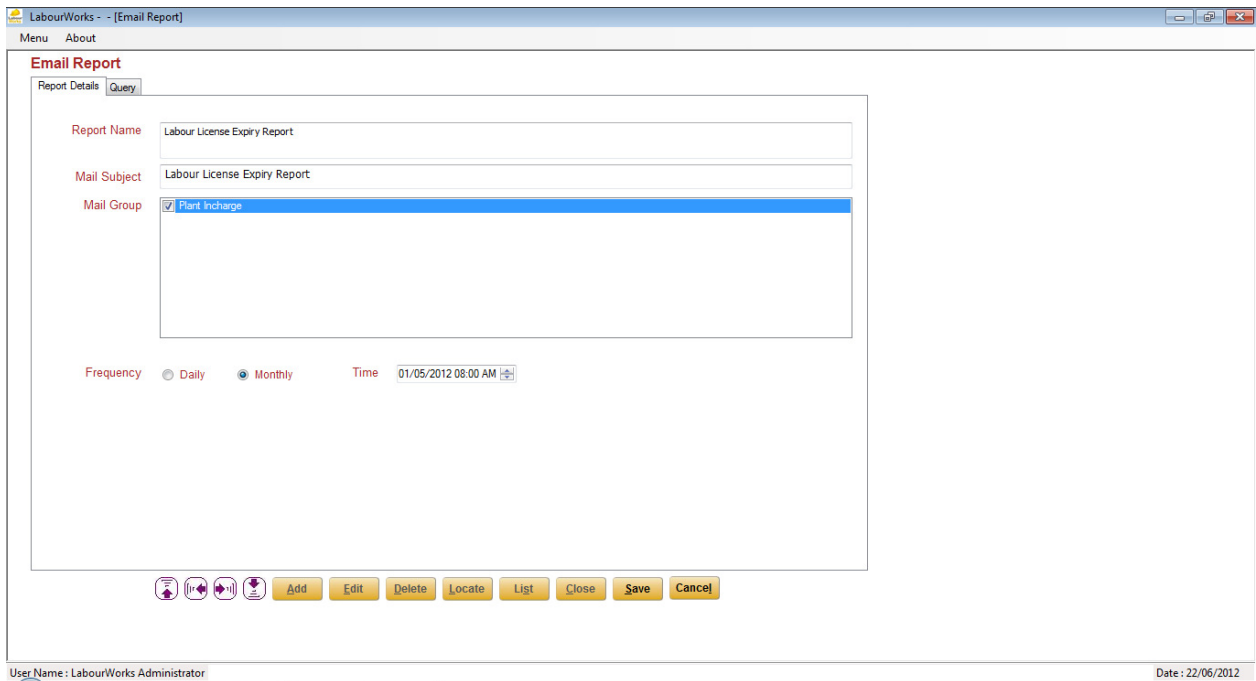
Delete- To remove Email Id and group name.

Locate- Select group name for Email Id.

List- Displays list of group name.

Email Report

You can create customize report. To create the report, you have to write SQL query. Write which type of report you want to send.



Report Name- Write report name.

Mail Subject- Write the subject of mail.

Mail Group- Then write the group name to which you want to send the mail.

Frequency-

Daily- Sends the report daily' on specific time

Monthly- Sends the report monthly on specific date and time.

Time- Displays the time and date.

Add- To add report.

Edit- To edit report and group name.

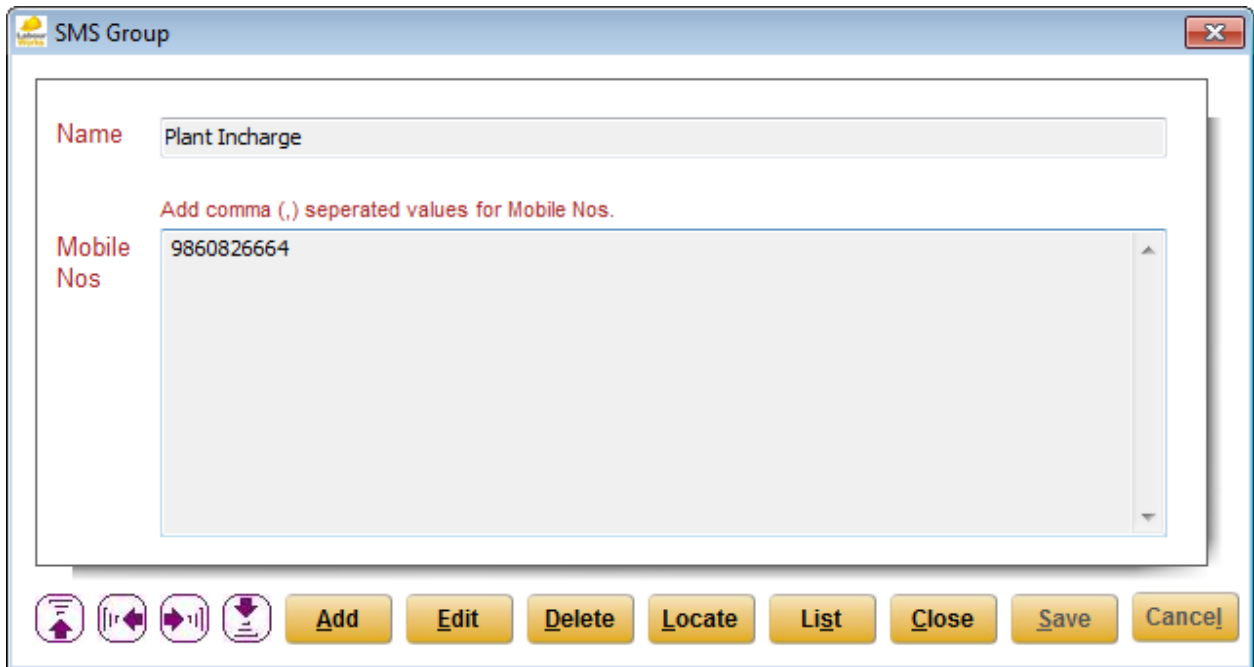
Delete- To remove report and group name.

Locate- Select group name for report.

List- Displays list of group name.

SMS Group

LabourWorks™ provide you facility to send the report via SMS to more than one person. For that, first create SMS group and in that add mobile number, so if you send this SMS to particular group, automatically that SMS will send to added mobile number in that group.



The screenshot shows a window titled "SMS Group" with a close button (X) in the top right corner. Inside the window, there is a "Name" label followed by a text input field containing "Plant Incharge". Below this, there is a "Mobile Nos" label followed by a text area containing "9860826664". Above the text area, there is a red instruction: "Add comma (,) seperated values for Mobile Nos." At the bottom of the window, there is a toolbar with icons for home, back, forward, and search, followed by buttons labeled "Add", "Edit", "Delete", "Locate", "List", "Close", "Save", and "Cancel".

Name- Enter the group name.

Mobile No - Add mobile no it will come under selected group.

Add- To add mobile no

Edit- To edit mobile no and group name.

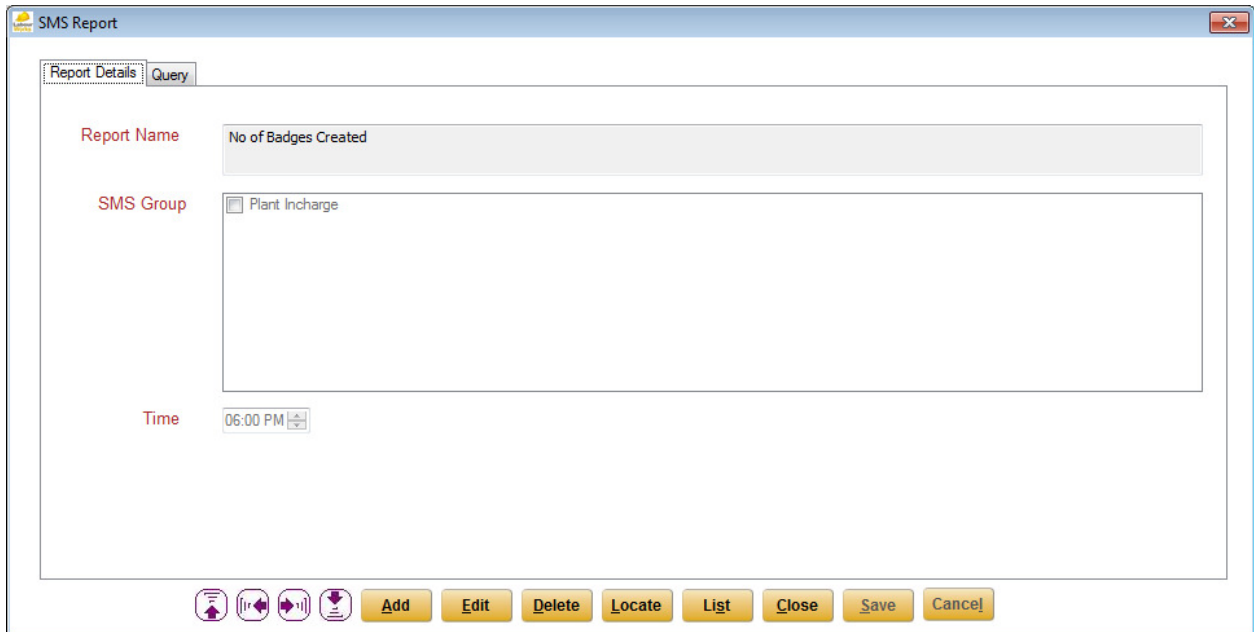
Delete- To remove mobile no and group name.

Locate- Select group name for mobile no

List- Displays list of group name.

SMS Report

You can create customize report. To create the report, you have to write SQL query. Write which type of report you want to send.

The screenshot shows a software window titled "SMS Report". It has two tabs: "Report Details" (selected) and "Query". Under "Report Details", there are three fields: "Report Name" with the text "No of Badges Created", "SMS Group" with a dropdown menu showing "Plant Incharge", and "Time" with a time picker set to "06:00 PM". At the bottom of the window is a toolbar with icons for undo, redo, and save, followed by buttons labeled "Add", "Edit", "Delete", "Locate", "List", "Close", "Save", and "Cancel".

Report Name- Write report name.

SMS Group- Then write the group name to which you want to send the SMS

Add- To add report name.

Edit- To edit report and group name.

Delete- To remove report name and group name.

Locate- Select group name for report.

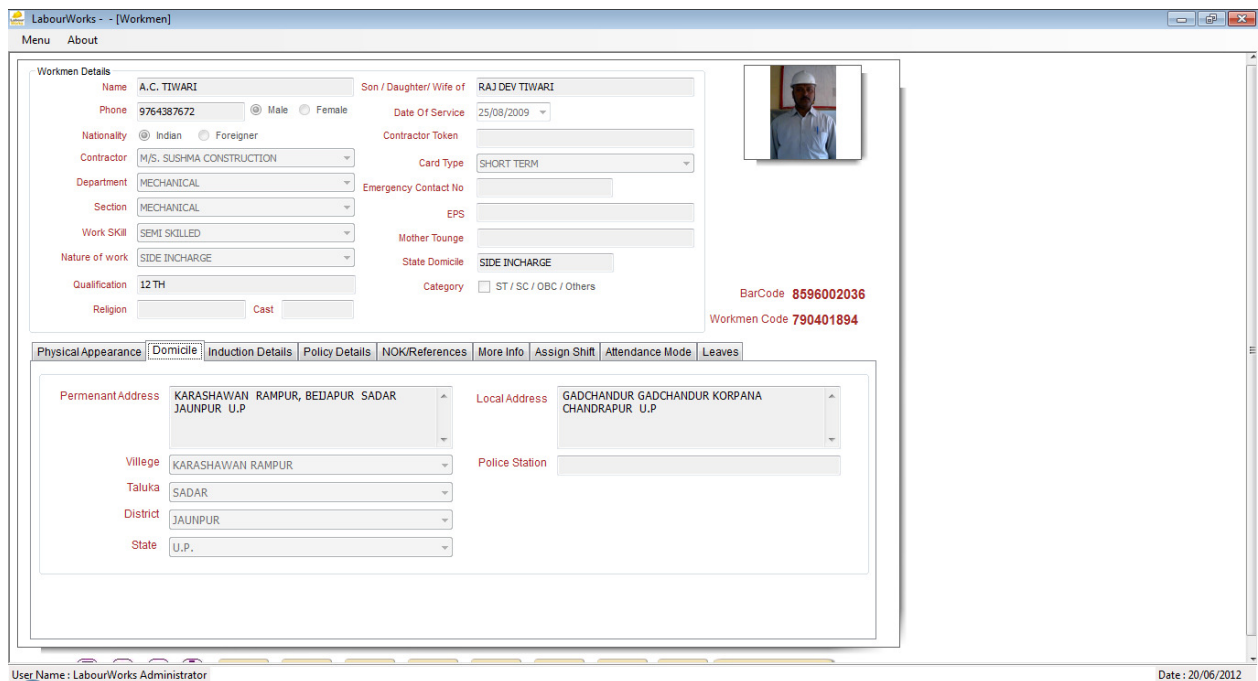
List- Displays list of group name.

Data Management

Data management is the development and execution of procedures in order to manage the information, needs of an enterprise in an effective manner.

Workmen

This facility provides to update workman's details. Only Workman code and workman's barcode will not change from here.



The screenshot shows the 'LabourWorks - [Workmen]' application window. The 'Workmen Details' tab is active, displaying a form for updating a worker's information. The form includes fields for Name (A.C. TIWARI), Son / Daughter/ Wife of (RAJ DEV TIWARI), Phone (9764387672), Date Of Service (25/08/2009), Nationality (Indian), Contractor (M/S. SUSHMA CONSTRUCTION), Department (MECHANICAL), Section (MECHANICAL), Work Skill (SEMI SKILLED), Nature of work (SIDE INCHARGE), Qualification (12 TH), Religion, and Cast. A photo of the worker is displayed on the right. Below the form, there are tabs for Physical Appearance, Domicile, Induction Details, Policy Details, NOK/References, More Info, Assign Shift, Attendance Mode, and Leaves. The 'Domicile' tab is selected, showing fields for Permanent Address (KARASHAWAN RAMPUR, BEIJAPUR SADAR JAUNPUR U.P.), Local Address (GADCHANDUR GADCHANDUR KORPANA CHANDRAPUR U.P.), Village (KARASHAWAN RAMPUR), Taluka (SADAR), District (JAUNPUR), State (U.P.), and Police Station. The bottom status bar shows 'User Name : LabourWorks Administrator' and 'Date : 20/06/2012'.

You can change other details like

Physical Appearance- Update physical appearance like hair color, ID mark.

Domicile Update village, permanent address from here.

Induction Details- Update medical checkup details.

Policy Details- Update policy details.

NOK- Details of Next Of Kin.

More Info- In this option, update the details like bank a/c number.

Assign Shift- Add/edit assigned shift

Attendance mode- Attendance mode can be changed from here.

Leaves-Update leave details by selecting this option.

Contractor

This facility provides to update contractor details.

Contractor

Contractor Details

Vendor Code

00051

Contractor Name

M/S. ABAK CONSTRUCTION

Company Address

Company Phone

Fax

Serving Since

22/10/2011

Area Of Work

Area of work

Type Of Company

Owner Name

A.P.ABDUL KAREEM

Owner Phone

1245652626

Owner Address

CHALIYAM (PO), CALICUT (DT.), KERALA, PIN 673301

Date Of Birth

21/10/1850

Secondary

Contractor Type

Work Type

Approved

☒ Yes

Restricted

☐ Yes

Contractor License

WC Policy

Important Nos

Banking Details

Security Deposits

Site In-Charge

Add License Details

Contractor License No

License Expiry Date

20/06/2012

Maximum Workmen

0

Attach Files

Add

License No	Expiry Date	Max Workmen	Attachment
140295	06/04/2013	200	
8855500	01/05/2013	100	

Add

Edit

Delete

Locate

List

Close

Save

Cancel

Vendor code- You can edit vendor code.

Contractor Name- Edit /add contractor name.

Company Address- Edit/add company address

Company Phone- Edit/add company phone no.

Fax- Update fax no.

Serving Since-

Area of Work- Update area of work.

Type of Company-

Update type of company.

Owner Name - Update owner name.

Owner Phone - Update owner phone.

Owner Address - Update owner address.

Date of Birth - Update date of birth.

Secondary

Contractor Type

Update contractor type.

Work Type- Update work type.

Approved

Restricted

You can update other details like

Contractor License

- a. Contractor License no Add/edit contractor license no.
- b. License Expiry Date- Add/edit change License expiry date.
- c. Workmen- Update the maximum no of workmen.

Add WC Policy Details

- a. WC Policy No- Update WC Policy No
- b. Policy Expiry Date- Update policy expiry date.
- c. Maximum workmen- Update maximum worker allowed.

Important No

- a. PF Details
- b. PAN Details
- c. MLW No.
- d. Service Tax no
- e. Shop Act License No
- f. Compliance Region of PF
- g. ESIC No
- h. VAT No
- i. Professional Tax No
- j. CTS No.

Banking Details

- a. Bank Name
- b. MICR No.
- c. Account Details

Security Deposit

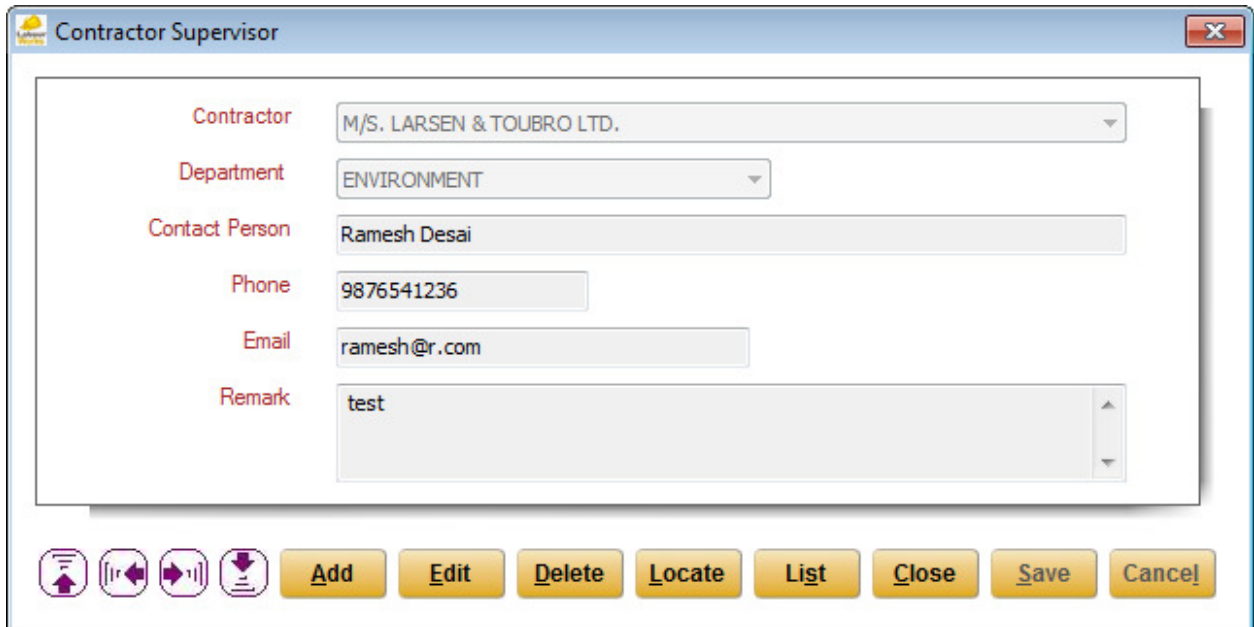
- a. Date
- b. Security Deposit Details
- c. Amount

Site In-charge

- a. Site In-Charge Name
- b. Site In-Charge Phone
- c. Site In-charge Email
- d. Site In-Charge Address

Contractor Supervisor

Every contractor has his supervisor. This facility provides you to update supervisor details.



The screenshot shows a software window titled "Contractor Supervisor" with a close button (X) in the top right corner. The window contains a form with the following fields and values:

Field	Value
Contractor	M/S. LARSEN & TOUBRO LTD.
Department	ENVIRONMENT
Contact Person	Ramesh Desai
Phone	9876541236
Email	ramesh@r.com
Remark	test

At the bottom of the window, there is a toolbar with icons for navigation and a row of buttons: Add, Edit, Delete, Locate, List, Close, Save, and Cancel.

Contractor- Update contractor name here.

Department- Update department.

Contact Person- Update contact person.

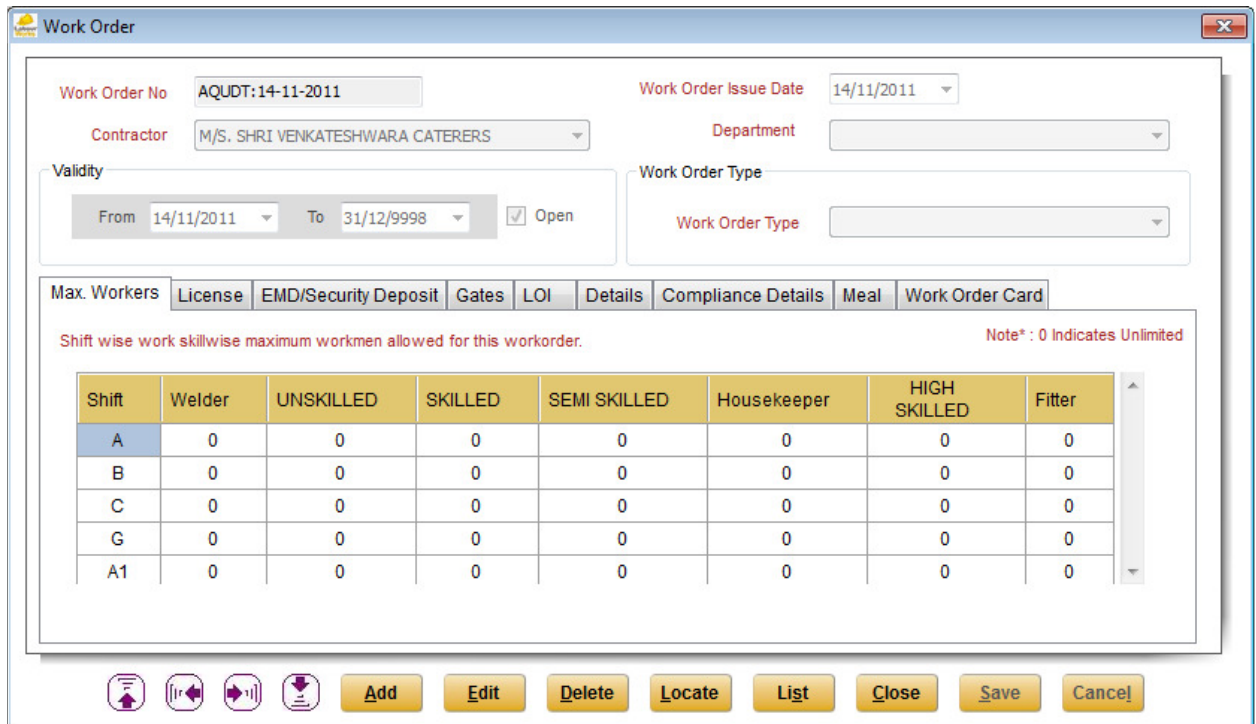
Phone- Update phone no.

Email- Update email ID.

Remark

Work Order

Edit the necessary parameters of your work orders. Such parameters include the validity of the order, its details, the gates assigned, LOI details and workmen details as per necessary. An existing work order can be retrieved accordingly by filling in its number



Work Order

Work Order No: AQUDT:14-11-2011

Work Order Issue Date: 14/11/2011

Contractor: M/S. SHRI VENKATESHWARA CATERERS

Department:

Validity: From 14/11/2011 To 31/12/9998 ☒ Open

Work Order Type:

Work Order Type:

Max. Workers: License EMD/Security Deposit Gates LOI Details Compliance Details Meal Work Order Card

Shift wise work skillwise maximum workmen allowed for this workorder. Note*: 0 Indicates Unlimited

Shift	Welder	UNSKILLED	SKILLED	SEMI SKILLED	Housekeeper	HIGH SKILLED	Fitter
A	0	0	0	0	0	0	0
B	0	0	0	0	0	0	0
C	0	0	0	0	0	0	0
G	0	0	0	0	0	0	0
A1	0	0	0	0	0	0	0

Buttons: Add Edit Delete Locate List Close Save Cancel

Work order No.-Enter the work order no.

Contractor- Update contractor name. To whom the work order is issued

Work order issue date- Update work order issue date.

Department- Update department from the given list.

Validity- It will display validity of work order .

From date to date- You can update date of work order by selecting this option. Work order is valid up to selected date only.

Open- If you select this option, there is no validity for work order.

Work Order Type- You can change the type of work order by selecting from the list.

You can update the other details also like

Max workers

License

EMD/Security Deposit

Gates

LOI

Details

Compliance Details

Meal Work Order Card

Calendar

The calendar functionality can be used to specify the holidays and other off-days of your organization. Use the calendar to highlight a specific day to flag it as a holiday.

Calendar

January, 2012

February, 2012

March, 2012

April, 2012

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

May, 2012

June, 2012

July, 2012

August, 2012

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

September, 2012

October, 2012

November, 2012

December, 2012

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Today: 6/14/2012

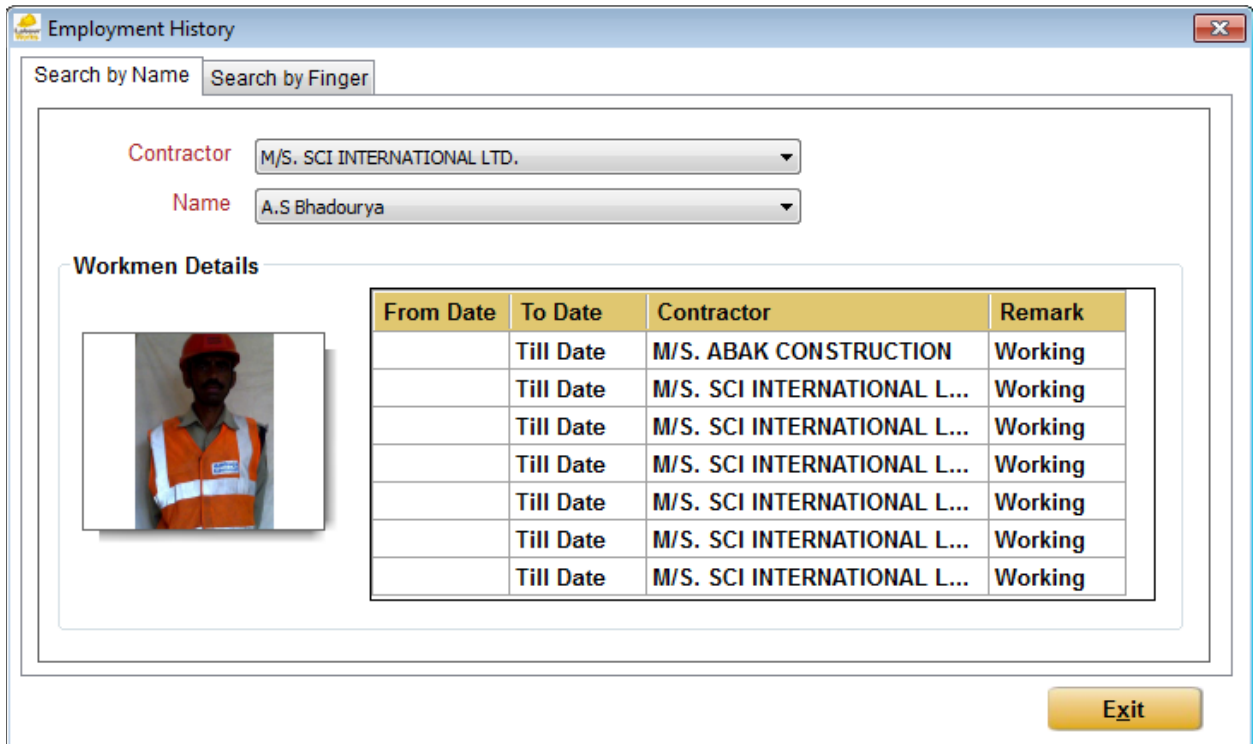
Weekly Off Sunday

Submit

Cancel

Employment History

Workmen's department or contractor may be change as per requirement. By using this tab you can retrieve the data of workmen you can see employment history by name or by finger scan.



Employment History

Search by Name Search by Finger

Contractor M/S. SCI INTERNATIONAL LTD.

Name A.S Bhadourya

Workmen Details

From Date	To Date	Contractor	Remark
	Till Date	M/S. ABAK CONSTRUCTION	Working
	Till Date	M/S. SCI INTERNATIONAL L...	Working
	Till Date	M/S. SCI INTERNATIONAL L...	Working
	Till Date	M/S. SCI INTERNATIONAL L...	Working
	Till Date	M/S. SCI INTERNATIONAL L...	Working
	Till Date	M/S. SCI INTERNATIONAL L...	Working
	Till Date	M/S. SCI INTERNATIONAL L...	Working

Exit

Contractor- Select contractor name.

Name- Select name respective of contractor name.

It will display worker details.

Compliance

Compliance means conforming to a rule, such as a specification, policy, standard or law. Basically compliance is divided into two parts

1. Contractor compliance- It should be fulfilled by contractor.
2. Principal employer- It should be fulfilled by principal employer.

Contractor compliance

Add new compliance

To add new compliance, right click on date, click on to add new compliance then write the details of compliance.

Compliance Name- Write compliance name

Contractor - If it is for all contractors, click on all or you can select it for specific contractor.

Occurrence - Select occurrence, when you want to attend the compliance.

Compliance due date - Write the date on which you want to submit the compliance..

Reminder date - Select reminder date, it will pop up from that day.

Compliance under act - Write the act name under which that specific compliance comes.

Form Name - Write form name.

Send whom - Write the name to whom to want to send.

Compliance Details - Write compliance details.

Once you fill these details on the calendar that specific date will display in yellow color.

Add remark

If you completed compliance, right click on to specific date and fill the details.

Select compliance - Select the type of compliance from the list.

Select contractor - Select contractor name or you can select all contractors.

Compliance due date - Write the date on which you want to submit the compliance.

Reminder date - Select reminder date, it will pop up from that day.

Compliance name - Write the compliance name.

Compliance under act - Write the act name under which that specific compliance comes.

Form Name - Write form name.

Send whom - Write the name to whom to want to send.

Compliance Details - Write compliance details.

Add Remark/comments

Attended on - Select the attended date.

Remark - Write the details of attended compliance.

Attach Related Documents

Associated documents can be attached here.

Once you fill these details that specific date will display in green color.
In same way you can make schedule for year.

Noncompliance

If contractor has not attended compliance it will considered as noncompliance

LabourWorks - [Contractor Non Compliance]

Menu About

List of Contractor Non Complied Compliances
You can see Details of Non Complied Compliances

Filter

From Date: 02/06/2012 To Date: 02/07/2012

Compliance Name: Annual Return EPF Act

Contractor: ARPIT LABOUR SUPPLY

Search Refresh

Compliance Due Date	Compliance Name	Contractor	Vendor Code	Contact Person	Phone No
15/06/2012	Monthly Remittance of PF Contributions	M/S. KC INFRASTRUCTURS	00024		
15/06/2012	Monthly Remittance of PF Contributions	M/S. LARSEN & TOUBRO LTD.	00038	JASPINDER NARULE	5454555555
15/06/2012	Monthly Remittance of PF Contributions	M/S. M.S. KHATI	00037	AJAY GIGAWALE	3465655555
15/06/2012	Monthly Remittance of PF Contributions	M/S. NEW DURGA INSULATION	00034		
15/06/2012	Monthly Remittance of PF Contributions	M/S. OM ENTERPRISES	00062	SACHIN SING	9356125501
15/06/2012	Monthly Remittance of PF Contributions	M/S. PEST CONTROL INDIA PVT. LTD.	00022		
15/06/2012	Monthly Remittance of PF Contributions	M/S. PRASAD CONSTRUCTION	00010	K.V.D.S.PRASAD	9850301095
15/06/2012	Monthly Remittance of PF Contributions	M/S. PRINCE THERMAL (INDIA) PVT. LTD.	00025		
15/06/2012	Monthly Remittance of PF Contributions	M/S. SADGURU ENTERPRISES	00020		
15/06/2012	Monthly Remittance of PF Contributions	M/S. SANWARMAL JANGID	00031		
15/06/2012	Monthly Remittance of PF Contributions	M/S. SARASWATI ENGG.	00025	MANISH RAI	9356995502
15/06/2012	Monthly Remittance of PF Contributions	M/S. SCI INTERNATIONAL LTD.	00040	AMIT MANE	5751212125
15/06/2012	Monthly Remittance of PF Contributions	M/S. SHARADA ELECTRICALS	00045	IRFAAN MALIK	2145655555
15/06/2012	Monthly Remittance of PF Contributions	M/S. SHREE JAY KHODIYAR ENGG. CO.	00044	JIVESH NAIK	2532356522
15/06/2012	Monthly Remittance of PF Contributions	M/S. SHREE SAI CONSTRUCTION	00059	JITEN RAI	2154211545
15/06/2012	Monthly Remittance of PF Contributions	M/S. SHRI SIDDHIVINAYAK	00011		

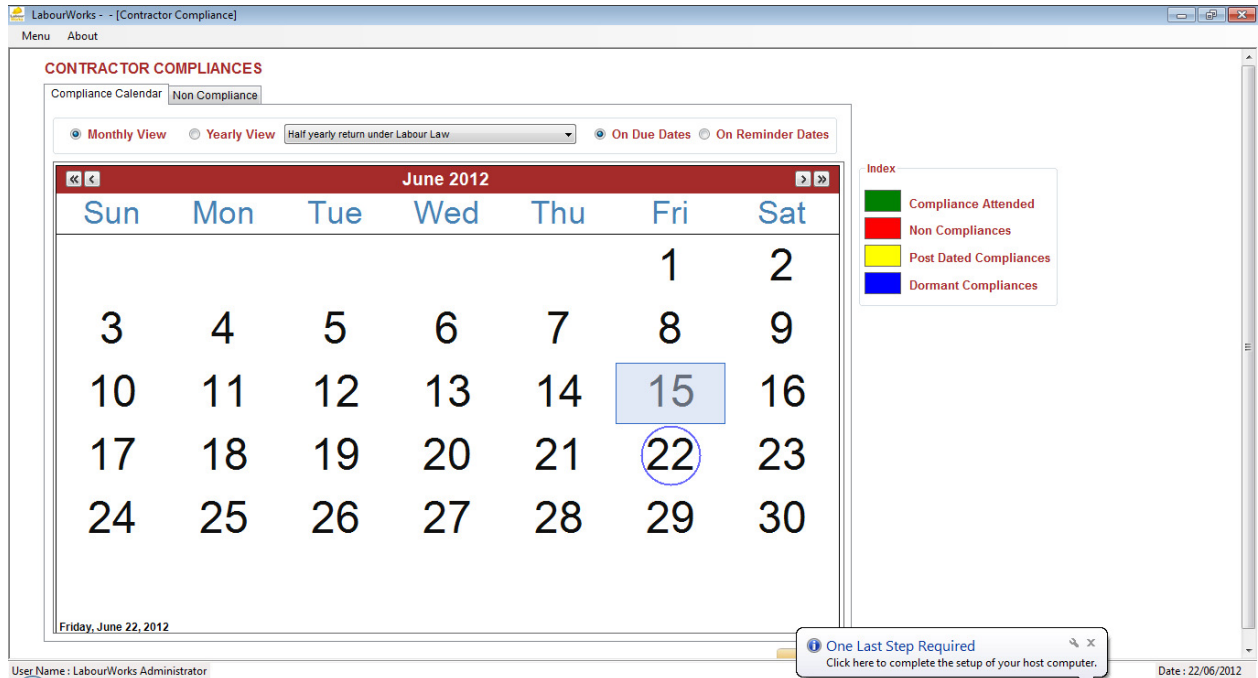
02/07/2012 Total : 0

Print Report Exit

User Name : LabourWorks Administrator Date : 02/07/2012

Principal employer compliance

This is same like contractor compliance only it should fulfill by principal employer.



CONTRACTOR COMPLIANCES

Compliance Calendar | Non Compliance

Monthly View | Yearly View | Half yearly return under Labour Law

On Due Dates | On Reminder Dates

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Friday, June 22, 2012

One Last Step Required
Click here to complete the setup of your host computer.

User Name : LabourWorks Administrator | Date : 22/06/2012

Evacuation

The 'Evacuation List' functionality brings up a list of all contract workers who are currently present in the facility. This page also has a department filter.

LabourWorks - [Evacuation List]

Menu About

EVACUATION LIST

This screen displays Evacuation list of people who are currently in the facility.

Filter

Department --ALL--

Search

Contractor	Name	Phone	Gender	Blood Group	Time In
M/S. ABAK CONSTRUCTION	ASHOK D GUJARKAR		M	NA	08/07/12 8:00 AM
M/S. ABAK CONSTRUCTION	BALU M MATTE		M	NA	09/07/12 8:00 AM
M/S. ABAK CONSTRUCTION	DILIP SATAVEKAR		M	NA	09/07/12 8:03 AM
M/S. ASHOK KUMAR NISHAD	KISMAT ALI HASARAT ALI	9637480761	M	B+	09/07/12 8:42 AM
M/S. ASHOK KUMAR NISHAD	GANESH ANANDRAO KULSANGE	9158531502	M	B+	09/07/12 8:58 AM
M/S. ASHOK KUMAR NISHAD	ASHOK ATMARAM PATIL	8975515853	M	B+	09/07/12 9:03 AM
M/S. ASHOK KUMAR NISHAD	SHAILESH MAHADEV BHASARKAR	9823584117	M	B+	08/07/12 8:46 AM
M/S. G. S. ENTERPRISES	BAHADUR JUMNAKE		M	NA	09/07/12 8:19 AM
M/S. G. S. ENTERPRISES	JITAN NAYAK II		M	NA	08/07/12 7:31 PM
M/S. GURUNANAK TRANSPORT	VILAS PADHEY	7798301911	M	NA	08/07/12 2:00 PM
M/S. OM ENTERPRISES	MAHESH MUSHRE		M	NA	08/07/12 2:00 PM
M/S. OM ENTERPRISES	PANDURANG PANCHBHAI		M	NA	08/07/12 9:47 PM
M/S. OM ENTERPRISES	T. RAJU		M	NA	08/07/12 1:07 AM
M/S. OM ENTERPRISES	SUNIL SALVE		M	NA	08/07/12 6:00 AM
M/S. OM ENTERPRISES	AMAR SINGH		M	NA	08/07/12 6:00 AM
M/S. OM ENTERPRISES	SAINATH BOBDE		M	NA	08/07/12 6:01 AM
M/S. OM ENTERPRISES	MD. SHAMIM AKHTAR		M	NA	08/07/12 6:29 PM
M/S. OM ENTERPRISES	MADHUKAR PIMPALINDE		M	NA	09/07/12 2:00 PM

Date : 09/07/2012 Total : 101 (Male : 101 , Female : 0)

Print Report **Exit**

User Name : LabourWorks Administrator

Date : 09/07/2012

Reports

Various reports on contract workmen for whom cards have been created can be viewed and printed using the 'Reports' feature. Note that for all details which involve specific date spans, the default distance between the 'From Date' and the 'To Date' is kept as one day. The names that show up on the report can be filtered by using the fields in the 'Filter' box present at the top of every report. The fields present in the filter box vary depending on the report and more details on the fields can be found in the 'Cards' section of the manual. A hard copy of each report can be printed using the 'Print' button present at the bottom of the screen. LabourWrorks™ compiles numerous statistics that can be viewed. Click on the desired report and pick the specifics of the data you want to retrieve. These reports have been categorized under the following classes

Attendance Reports

(E.g. Detailed Crosstab Muster, Workmen-Wise Muster, Data-Wise Muster etc.)

Card Detail Reports

(E.g. Card Generation, Induction Report, Validity Report etc.)

Search

(E.g. Workmen Search, Contractor Search, Global Search etc.)

Statistics

(E.g. Statistical Reports, Shift-Wise Strength etc.)

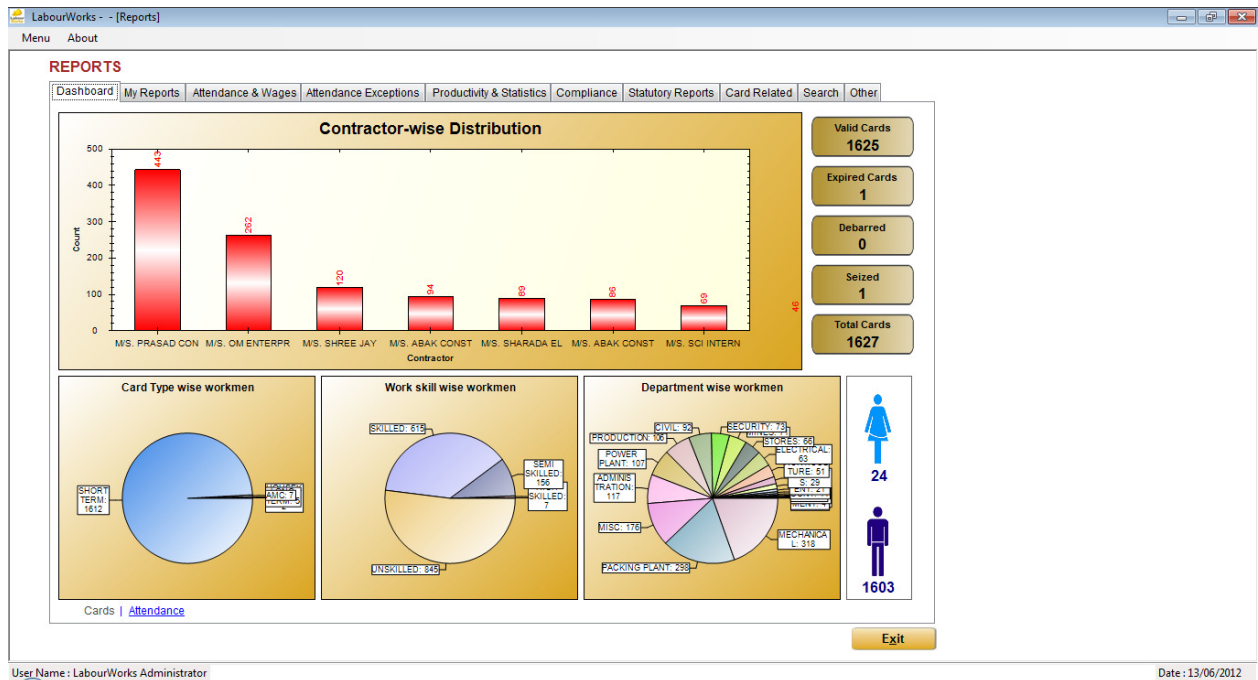
Statutory Reports

(Register of Contractor, Employment Card etc.)

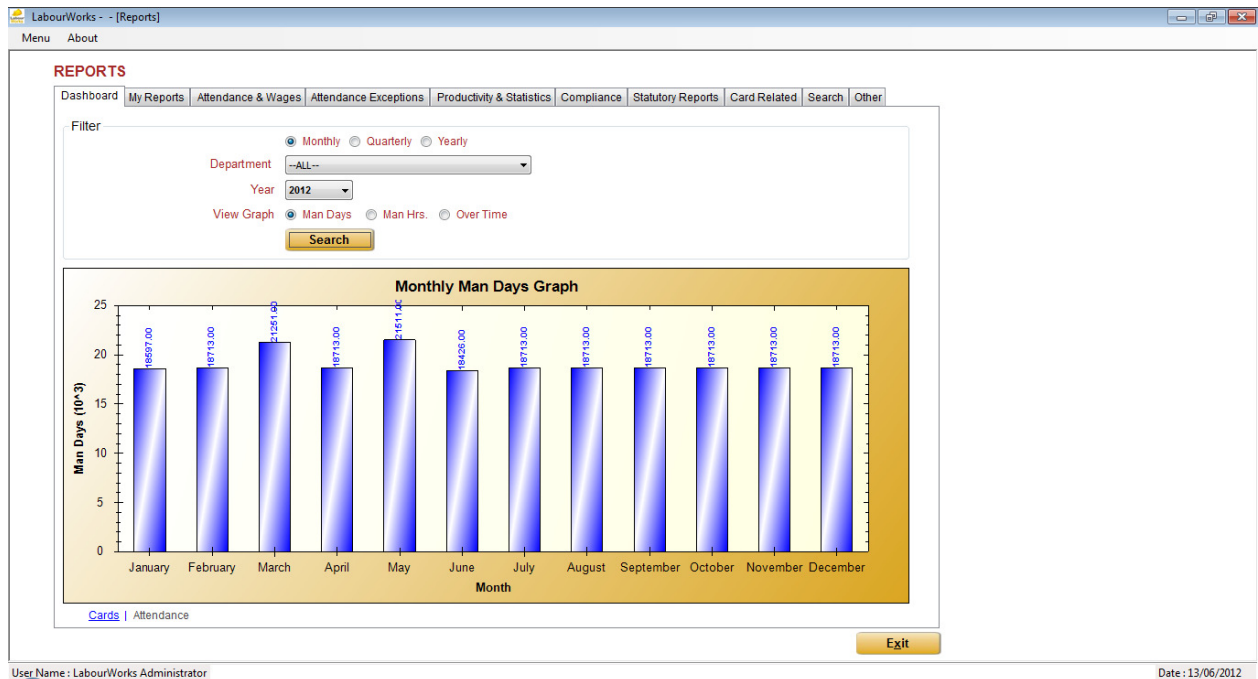
Dashboard

The dashboard presents an accurate graphical representation of all the reports LabourWorks™ generates.

Card Details Dashboard



Attendance Details Dashboard

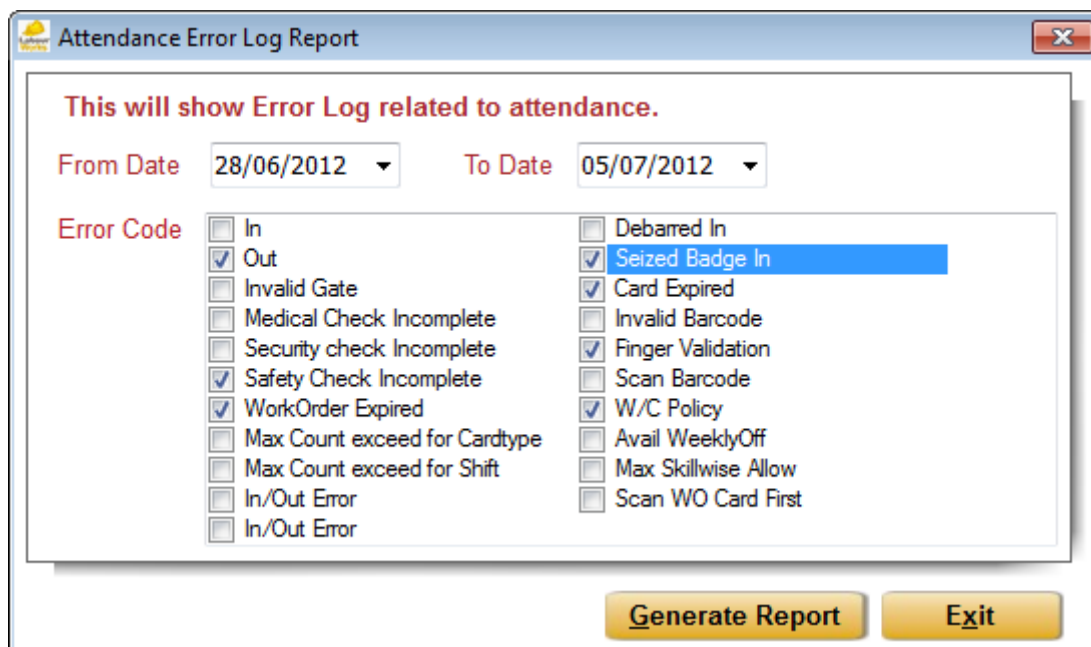


This report will display graphical representation of attendance.

My Reports

Attendance Error Log Report

This report will display error log related to attendance.



Attendance Error Log Report

This will show Error Log related to attendance.

From Date: To Date:

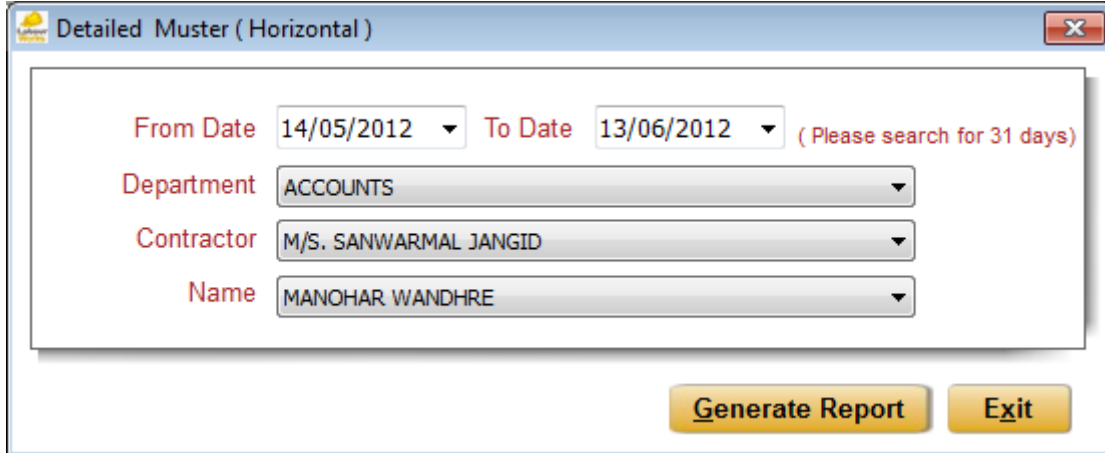
Error Code

☐ In	☐ Debarred In
☒ Out	☒ Seized Badge In
☐ Invalid Gate	☒ Card Expired
☐ Medical Check Incomplete	☐ Invalid Barcode
☐ Security check Incomplete	☒ Finger Validation
☒ Safety Check Incomplete	☐ Scan Barcode
☒ WorkOrder Expired	☒ W/C Policy
☐ Max Count exceed for Cardtype	☐ Avail WeeklyOff
☐ Max Count exceed for Shift	☐ Max Skillwise Allow
☐ In/Out Error	☐ Scan WO Card First
☐ In/Out Error	

Attendance and Wages

Detailed Muster (Horizontal)

Muster is a register which shows the workmen's date wise shift details with his nature of job and barcode number for selected period. This period will be for one month.



This report will generate workmen's detail muster in horizontal manner.

To generate the report-

From date to date - Select period for month. The report will generate for selected period.

Department - Select department.

Contractor - Select respective contractor

Name - Select workmen name.

Report Preview

Main Report

Detailed Muster Report From 01/05/2012 To 31/05/2012

CONTRACTOR : M/S. VIJAY ENGG. ENTP. PVT. LTD. - III

Vendor Code : 00030

	01/05 Tue	02/05 Wed	03/05 Thu	04/05 Fri	05/05 Sat	06/05 Sun	07/05 Mon	08/05 Tue	09/05 Wed	10/05 Thu	11/05 Fri	12/05 Sat	13/05 Sun	14/05 Mon	15/05 Tue	16/05 Wed	17/05 Thu	18/05 Fri	19/05 Sat	20/05 Sun	21/05 Mon	22/05 Tue	23/05 Wed	24/05 Thu	25/05 Fri	26/05 Sat	27/05 Sun	28/05 Mon
AFARADHIR ASUDHIR MIYA [/ SEMI SKILLED] [0596001809]	Status Man days In Time Out Time Shift Man Hrs OT	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	P- 1.00 8:15 am 5:30 pm G 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00
ASHIYA SULIMAN [/ SEMI SKILLED] [0596001814]	Status Man days In Time Out Time Shift Man Hrs OT	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	P- 1.00 8:14 am 5:30 pm G 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00
BASIRAN APRODIN MIYA [/ SEMI SKILLED] [0596001815]	Status Man days In Time Out Time Shift Man Hrs OT	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	P- 1.00 8:15 am 5:30 pm G 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00
BASUD D. KABIRAJ [/ SEMI SKILLED] [0596001785]	Status Man days In Time Out Time Shift Man Hrs OT	A 0.00 0.00 0.00 0.00 0.00 0.00	P- 1.00 8:32 am 4:32 pm G 0.00 0.00	P- 1.00 8:24 am 5:30 pm G 0.00 0.00	HD 0.80 8:16 am 5:30 pm G 0.00 0.00	P 1.00 8:16 am 5:30 pm G 0.00 0.00	HD 0.80 8:17 am 5:30 pm G 0.00 0.00	P 1.00 8:21 am 5:30 pm G 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00
BIPUL DODI BURMAN [/ SEMI SKILLED]	Status Man days In Time Out Time Shift Man Hrs OT	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	P- 1.00 8:11 am 5:30 pm G 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	P- 1.00 8:12 am 5:30 pm G 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00	A 0.00 0.00 0.00 0.00 0.00 0.00

Current Page No.: 1 Total Page No.: 4 Zoom Factor: 100%

Generate the report. Report will display the dates horizontally.

Vertically it will display

Workmen name

Workmen code

Status

Man days

OT

Man Hrs.

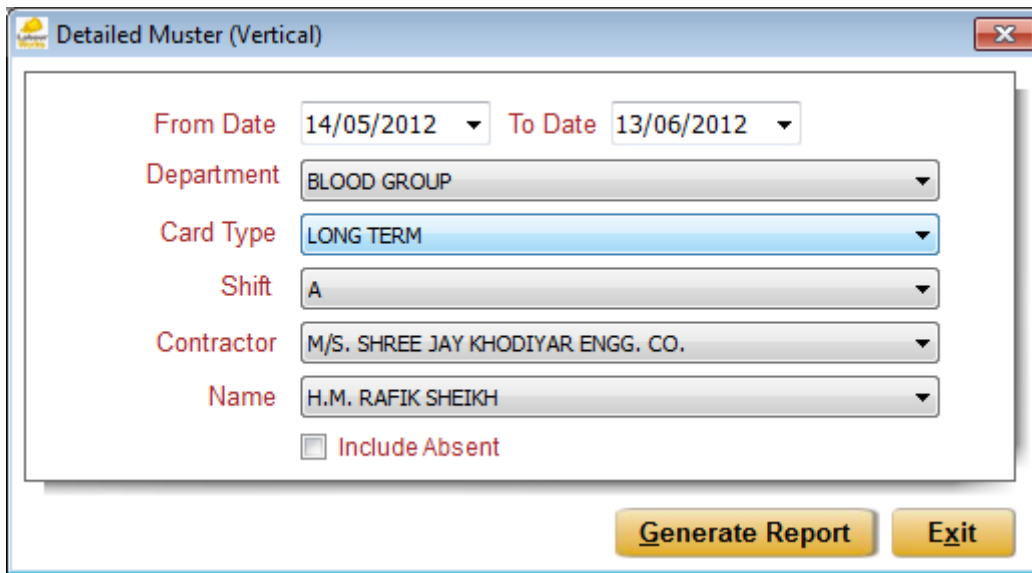
In time

Out time

Shift

Detailed Muster (Vertical)

This report will show workmen's shift details for selected period.



Detailed Muster (Vertical)

From Date 14/05/2012 To Date 13/06/2012

Department BLOOD GROUP

Card Type LONG TERM

Shift A

Contractor M/S. SHREE JAY KHODIYAR ENGG. CO.

Name H.M. RAFIK SHEIKH

☐ Include Absent

Generate Report Exit

This report will generate workmen's detail muster in vertical manner.

To generate the report-

From date to date - Select period for month. The report will generate for selected period.

Department - Select department.

Card Type - Select Card type

Shift - Select Shift

Contractor - Select respective contractor

Name - Select workmen name.

Include Absent - If you select this option, report will show all worker's details including absent workers.

Generate the report.

Report Preview

Main Report

Detailed Muster From 27/05/2012 To 26/06/2012
Contractor - M/S. ABAK CONSTRUCTION
Vendor Code - 00051

Sr No	Name	Nature of Work / Worksite	Department	Date	In Time	Out Time	Shift	Man Hours	OT	Status
1	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	30/05/2012	2:00 pm	11:16 pm	B	8.46	0.00	P (Present)
2	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	01/06/2012	8:17 am	6:46 pm	G	7.87	0.00	P (Present)
3	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	02/06/2012	8:07 am	6:30 pm	G	7.52	0.00	P (Present)
4	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	03/06/2012	8:00 am		G	0.00	0.00	SP (Single Punct)
5	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	04/06/2012	6:10 am	6:30 pm	A	7.67	0.00	SP (Single Punct)
6	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	05/06/2012	6:06 am	6:30 pm	A	24.53	0.00	P (Present)
7	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	06/06/2012	8:00 am	6:32 pm	G	11.02	0.00	P (Present)
8	AMARDEV SHARMA (8596000523)	FITTER / HIGH SKILLED	MECHANICAL	07/06/2012	8:08 am	6:30 pm	G	7.52	0.00	P (Present)
9	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	01/06/2012	2:17 pm		B	0.00	0.00	SP (Single Punct)
10	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	03/06/2012	2:00 pm	10:00 pm	B	7.30	0.00	HD (Present - Half Day)
11	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	04/06/2012	6:16 am	6:00 am *	A	8.14	0.00	SP (Single Punct)
12	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	05/06/2012	6:16 am	6:00 am *	A	20.01	0.00	P (Present)
13	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	07/06/2012	6:02 am	2:00 pm	A	7.58	0.00	HD (Present - Half Day)
14	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	08/06/2012	6:00 am	2:00 pm	A	6.00	0.00	P (Present)
15	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	09/06/2012	2:00 pm	6:11 am *	B	15.37	0.00	P (Present)
16	AMARNATH B MATTE (8596000511)	KHALASI / UNSKILLED	MECHANICAL	10/06/2012	2:00 pm	10:00 pm	B	7.30	0.00	HD (Present - Half Day)

(*) Indicates Manually Edited Entry (*) Indicates Next Day CheckOut

Report Generated Through LabourWorks™ On 26/06/2012 Page 1 of 1391

Current Page No.: 1 Total Page No.: 1391 Zoom Factor: 75%

Report will display

Name of workmen

Nature of work

Department

Date

In Time

Out time

Shift

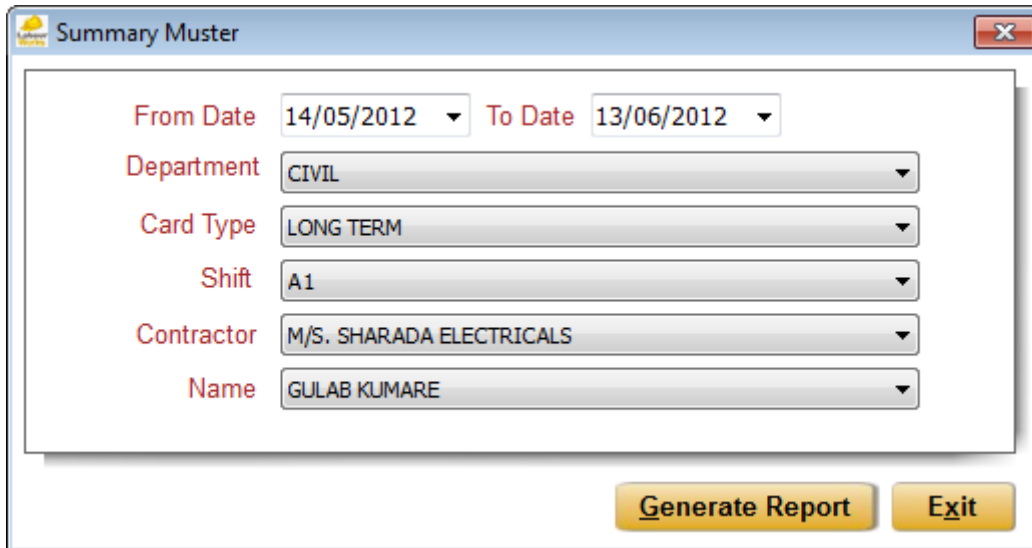
Man Hrs.

OT

Status

Summary muster

Summary is the shorter version of original. It highlights the major points. By using this tab we can get workmen's shift details.



The screenshot shows a software window titled "Summary Muster". Inside the window, there are several dropdown menus for selecting criteria: "From Date" (14/05/2012), "To Date" (13/06/2012), "Department" (CIVIL), "Card Type" (LONG TERM), "Shift" (A1), "Contractor" (M/S. SHARADA ELECTRICALS), and "Name" (GULAB KUMARE). At the bottom right of the window, there are two buttons: "Generate Report" and "Exit".

To get the report

Select Date (The report will generate for selected date)

Department - select department

Card Type - Select Card type

Shift - Select Shift

Contractor- Select respective contractor

Name - Select workmen name.

Generate the report.

Report Preview

Main Report

Summary Report From 01/05/2012 To 15/06/2012

Sr No	Contractor Name (Vendor Code)	Workman	Days	Present	WO	Leaves	HL	Absent	Man Hrs	OT
1	ABC (A-340)	48556 [7812002142] [/ SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
2	ABC (A-340)	48556 [7812002149] [ACCOUNT ASST / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
3	ABC (A-340)	ANIT NIPANKAR [7812002140] [DRIVER CUM HELP / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
4	ABC (A-340)	CHAIKRA [7812002148] [ELECTRICIAN / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
5	ABC (A-340)	DANESH TARDAL [7812002141] [CIVIL / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
6	ABC (A-340)	1610 [7812002164] [BOILER / SEMI SKILLED]	46	0.00	1	0	0	46.00	0.00	0.00
7	ABC (A-340)	PRACHI MOHLE [7812002143] [DRIVER / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
8	ABC (A-340)	1610 [7812002160] [ACCOUNTS / HIGH SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
9	ABC (A-340)	TAT BENU [7812002147] [DRIVER CUM HELP / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
10	ABC (A-340)	TEST FACE [7812002144] [CTPS / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
11	ABC (A-340)	TAT GGG [7812002145] [DRIVER CUM HELP / SEMI SKILLED]	46	0.00	3	0	1	42.00	0.00	0.00
12	JAY DURGA SUPPLIER & CONTRACTORS (PRAFULLA KUMAR BEHERA)	3079 [7812002163] [/ SEMI SKILLED]	46	0.00	4	0	0	42.00	0.00	0.00
13	JAY DURGA SUPPLIER & CONTRACTORS (PRAFULLA KUMAR BEHERA)	TAT 123 [7812002137] [DRIVER CUM HELP / SEMI SKILLED]	46	0.00	6	0	2	36.00	0.00	0.00
14	JAY DURGA SUPPLIER & CONTRACTORS (PRAFULLA KUMAR BEHERA)	0000 [7812002161] [/ SEMI SKILLED]	46	0.00	4	0	0	42.00	0.00	0.00
15	M/S. ABAC CONSTRUCTION (00551)	ANIRDEV SHARMA (8596000623) [FITTER / HIGH SKILLED]	46	13.50	4	0	0	28.50	139.25	0.00
16	M/S. ABAC CONSTRUCTION (00551)	ANIRNATH S MATTE (8596000511) [KHALASI / UNSKILLED]	46	24.00	4	0	0	18.00	279.23	0.00
17	M/S. ABAC CONSTRUCTION (00551)	ASHOK D GUJARWAR (8596000900) [KHALASI / UNSKILLED]	46	21.00	2	0	1	22.00	175.37	0.00

Report Generated Through LabourWorks™ On 26/06/2012 # Page 1 of 56

Current Page No.: 1 Total Page No.: 86 Zoom Factor: 75%

Report will display

Workmen Name

Days

Present

Work Order

Leaves

HL

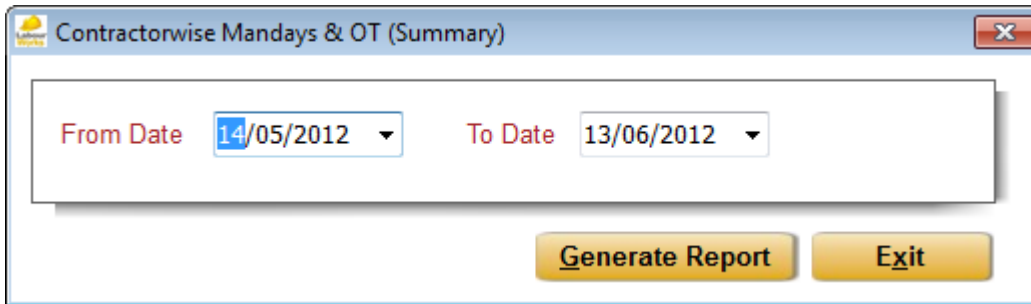
Absent

Man Hrs.

OT

Contractor wise Man-days & OT (Detailed)

This report will generate date wise man days and OT.

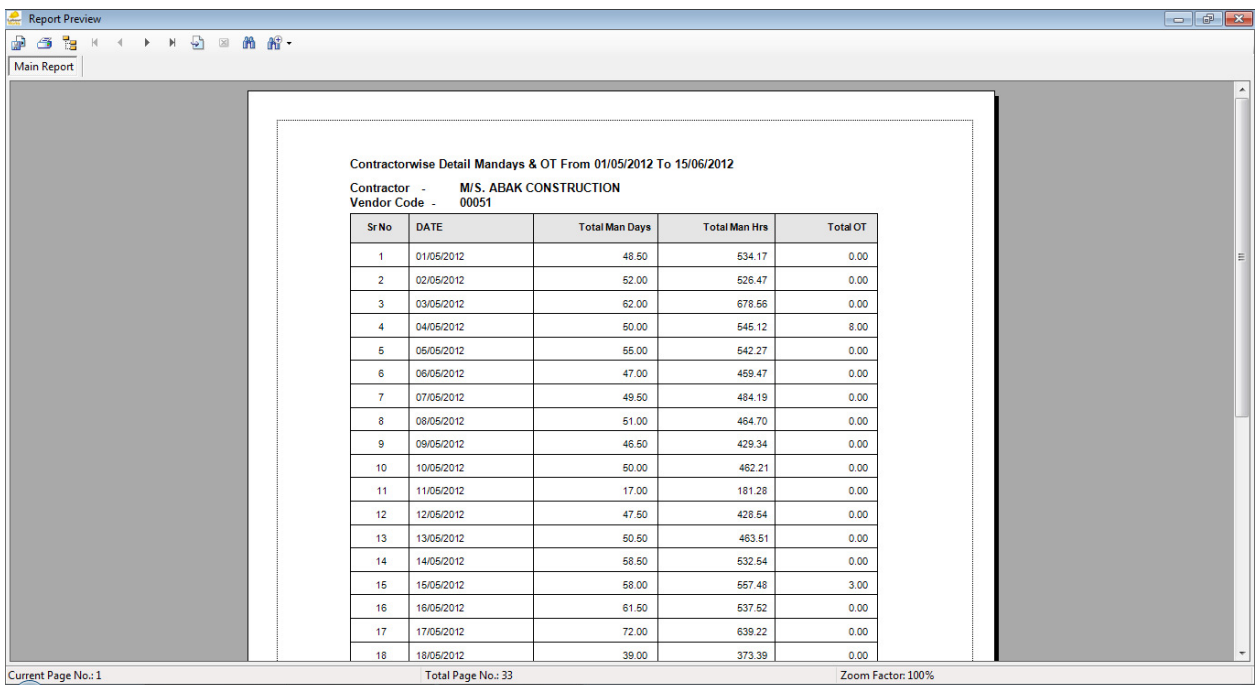


Contractorwise Mandays & OT (Summary)

From Date: 14/05/2012 To Date: 13/06/2012

Generate Report Exit

To generate the report, select the date and generate the report.



Report Preview

Main Report

Contractorwise Detail Mandays & OT From 01/05/2012 To 15/06/2012

Contractor - M/S. ABAK CONSTRUCTION
Vendor Code - 00051

Sr No	DATE	Total Man Days	Total Man Hrs	Total OT
1	01/05/2012	48.50	534.17	0.00
2	02/05/2012	52.00	526.47	0.00
3	03/05/2012	62.00	678.56	0.00
4	04/05/2012	50.00	545.12	8.00
5	05/05/2012	55.00	542.27	0.00
6	06/05/2012	47.00	459.47	0.00
7	07/05/2012	49.50	484.19	0.00
8	08/05/2012	51.00	464.70	0.00
9	09/05/2012	46.50	429.34	0.00
10	10/05/2012	50.00	482.21	0.00
11	11/05/2012	17.00	181.28	0.00
12	12/05/2012	47.50	428.54	0.00
13	13/05/2012	50.50	463.51	0.00
14	14/05/2012	58.50	532.54	0.00
15	15/05/2012	58.00	557.48	3.00
16	16/05/2012	61.50	537.52	0.00
17	17/05/2012	72.00	639.22	0.00
18	18/05/2012	39.00	373.39	0.00

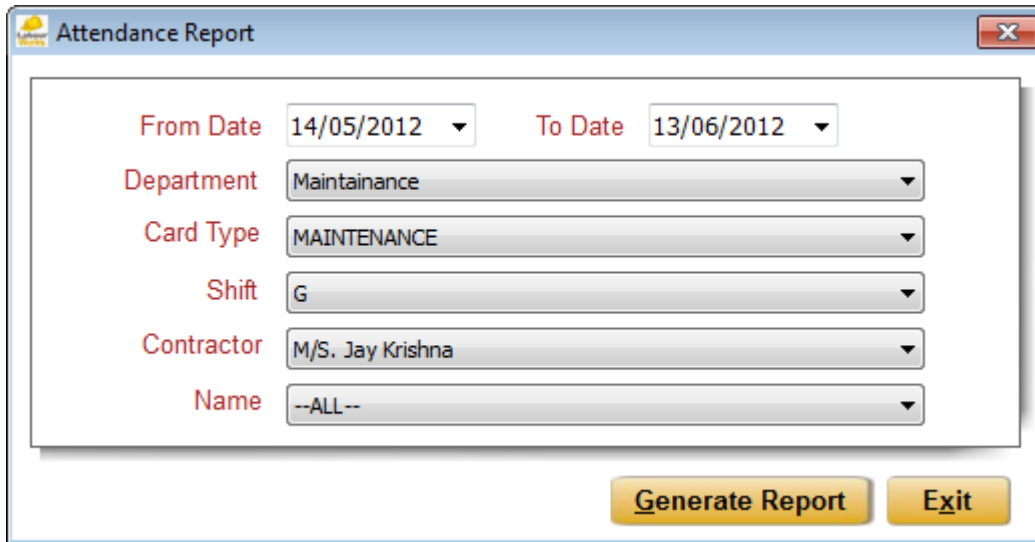
Current Page No.: 1 Total Page No.: 33 Zoom Factor: 100%

This report will display the

Contractor Name
Vendor Code
Date
Total Man Days
Total Man Hrs.
Total OT

Attendance Report

This report will show attendance of selected workmen for selected period.



The screenshot shows a software window titled "Attendance Report" with a close button (X) in the top right corner. Inside the window, there are several dropdown menus for filtering data:

- From Date:** 14/05/2012
- To Date:** 13/06/2012
- Department:** Maintainance
- Card Type:** MAINTENANCE
- Shift:** G
- Contractor:** M/S. Jay Krishna
- Name:** --ALL--

At the bottom right of the window, there are two buttons: "Generate Report" and "Exit".

To generate the report -

Select Date (The report will generate for selected date)

Department - select department

Card Type - Select Card type

Shift - Select Shift

Contractor - Select respective contractor

Name - Select workmen name.

Generate the report.

Report Preview

Main Report

Attendance Report From 01/05/2012 To 15/05/2012

Contractor - M/S. ABAK CONSTRUCTION

Vendor Code - 00051

Sr No	Name	Nature Of Work / Workskill	Card Type	Department	In Date	In Time	Out Time	Shift
1	AMARDEV SHARMA (859600052)	FITTER / HIGH SKILLED	SHORT TERM	MECHANICAL	01/05/2012	8:17 am	5:45 pm	G
2	AMARDEV SHARMA (859600052)	FITTER / HIGH SKILLED	SHORT TERM	MECHANICAL	02/05/2012	8:07 am	5:30 pm	G
3	AMARDEV SHARMA (859600052)	FITTER / HIGH SKILLED	SHORT TERM	MECHANICAL	03/05/2012	8:00 am	5:30 pm	G
4	AMARDEV SHARMA (859600052)	FITTER / HIGH SKILLED	SHORT TERM	MECHANICAL	04/05/2012	5:29 am	5:30 pm	A1
5	AMARDEV SHARMA (859600052)	FITTER / HIGH SKILLED	SHORT TERM	MECHANICAL	05/05/2012	6:03 am	5:30 pm	G
6	AMARDEV SHARMA (859600052)	FITTER / HIGH SKILLED	SHORT TERM	MECHANICAL	05/05/2012	8:00 am	5:32 pm	G
7	AMARDEV SHARMA (859600052)	FITTER / HIGH SKILLED	SHORT TERM	MECHANICAL	07/05/2012	8:08 am	5:30 pm	G
8	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	01/05/2012	2:17 pm	10:00 pm	B
9	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	03/05/2012	2:00 pm	10:00 pm	B
10	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	04/05/2012	9:45 pm	6:00 am #	C
11	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	05/05/2012	9:45 pm	6:00 am #	C
12	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	07/05/2012	6:02 am	2:00 pm	A
13	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	08/05/2012	6:00 am	2:00 pm	A
14	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	09/05/2012	2:03 pm	6:11 am #	B
15	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	10/05/2012	2:00 pm	10:00 pm	B
16	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	11/05/2012	9:51 pm	6:00 am #	C
17	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	12/05/2012	6:08 am	6:00 am #	A
18	AMARNATH S MATTE (859600051)	KHALASI / UNSKILLED	SHORT TERM	MECHANICAL	14/05/2012	6:00 am	2:00 pm	A

(*) Indicates Manually Edited Entry (*) Indicates Next Day CheckOut

Report Generated Through LabourWorks™ On 26/05/2012 #Page 1 of 739

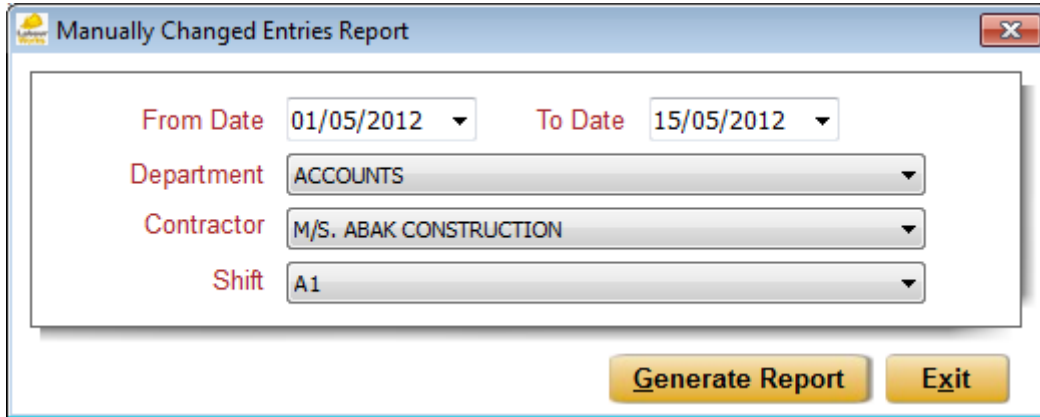
Current Page No.: 1 Total Page No.: 739 Zoom Factor: 75%

The report will display

Name of workmen
Work skillCard Type
Department
In Date
In Time
Out Time
Shift

Manually Changed Entries

At the time of attendance, if any any entry is missed then you can do manual entries. By using this tab you can generate the report of manually changed entries.for selected period



Manually Changed Entries Report

From Date: 01/05/2012 To Date: 15/05/2012

Department: ACCOUNTS

Contractor: M/S. ABAK CONSTRUCTION

Shift: A1

Generate Report **Exit**

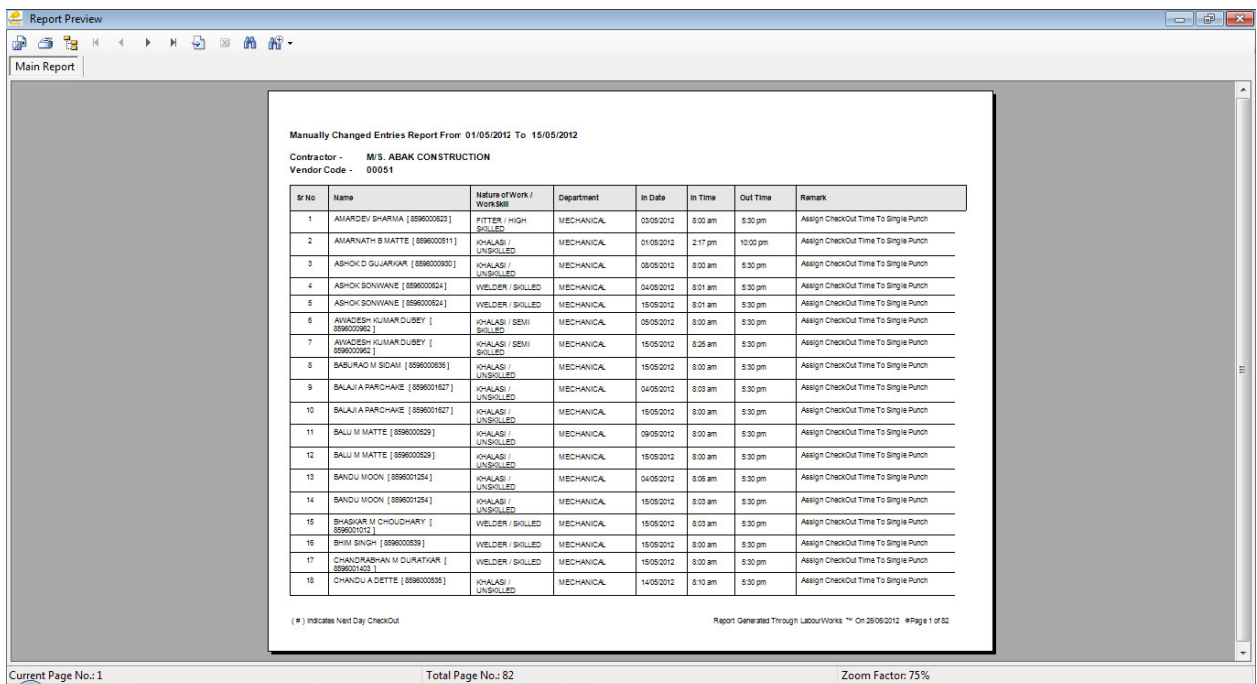
To get the report

Select date report will generate for selected period.

Department - Select department.

Contractor - Select contractor name.

Shift - Select Shift



Manually Changed Entries Report From: 01/05/2012 To: 15/05/2012

Contractor - M/S. ABAK CONSTRUCTION
Vendor Code - 00051

Sr No	Name	Nature of Work / Worktype	Department	In Date	In Time	Out Time	Remark
1	AKHARDEV SHARMA [8596000523]	FITTER / HIGH SKILLED	MECHANICAL	03/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
2	AKHARNATH S MATTE [8596000511]	KHALASI / UNSKILLED	MECHANICAL	01/05/2012	2:17 pm	10:00 pm	Assign CheckOut Time To Single Punch
3	ASHOK D GUJARVAR [8596000500]	KHALASI / UNSKILLED	MECHANICAL	05/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
4	ASHOK SONWANE [8596000524]	WELDER / SKILLED	MECHANICAL	04/05/2012	8:01 am	8:30 pm	Assign CheckOut Time To Single Punch
5	ASHOK SONWANE [8596000524]	WELDER / SKILLED	MECHANICAL	15/05/2012	8:01 am	8:30 pm	Assign CheckOut Time To Single Punch
6	AVADRESH KUMAR DUBEY [8596000596]	KHALASI / SEMI SKILLED	MECHANICAL	05/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
7	AVADRESH KUMAR DUBEY [8596000596]	KHALASI / SEMI SKILLED	MECHANICAL	15/05/2012	8:28 am	8:30 pm	Assign CheckOut Time To Single Punch
8	BABURAO M SIDAM [8596000538]	KHALASI / UNSKILLED	MECHANICAL	15/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
9	BALAJI A PARCHAVE [8596001627]	KHALASI / UNSKILLED	MECHANICAL	04/05/2012	8:03 am	8:30 pm	Assign CheckOut Time To Single Punch
10	BALAJI A PARCHAVE [8596001627]	KHALASI / UNSKILLED	MECHANICAL	15/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
11	BALI M MATTE [8596000529]	KHALASI / UNSKILLED	MECHANICAL	09/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
12	BALI M MATTE [8596000529]	KHALASI / UNSKILLED	MECHANICAL	15/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
13	BANDU MOON [8596001254]	KHALASI / UNSKILLED	MECHANICAL	04/05/2012	8:06 am	8:30 pm	Assign CheckOut Time To Single Punch
14	BANDU MOON [8596001254]	KHALASI / UNSKILLED	MECHANICAL	15/05/2012	8:03 am	8:30 pm	Assign CheckOut Time To Single Punch
15	BHASKAR M CHOUDHARY [8596001012]	WELDER / SKILLED	MECHANICAL	15/05/2012	8:03 am	8:30 pm	Assign CheckOut Time To Single Punch
16	BHIM SINGH [8596000539]	WELDER / SKILLED	MECHANICAL	15/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
17	CHANDRASHAN M DURATVAR [8596001403]	WELDER / SKILLED	MECHANICAL	15/05/2012	8:00 am	8:30 pm	Assign CheckOut Time To Single Punch
18	CHANDU A DETTE [8596000535]	KHALASI / UNSKILLED	MECHANICAL	14/05/2012	8:10 am	8:30 pm	Assign CheckOut Time To Single Punch

(*) INDICATES Next Day CheckOut

Report Generated Through LabourWorks™ On 26/05/2012 *Page 1 of 82

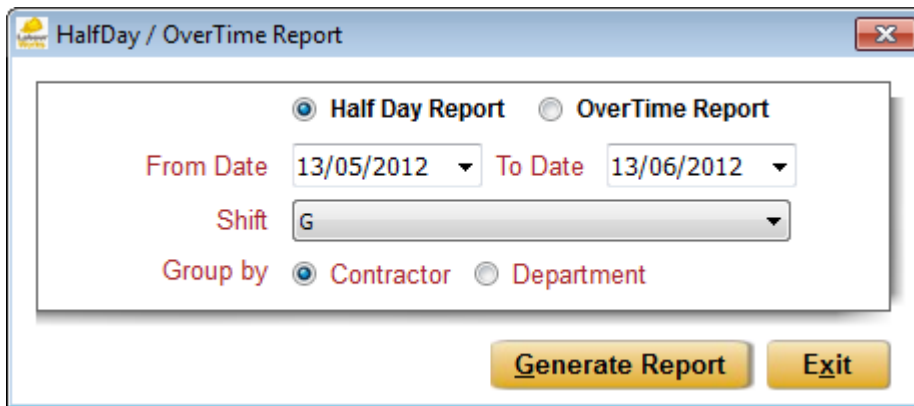
Current Page No.: 1 Total Page No.: 82 Zoom Factor: 75%

The report will display

Name of contractor
Nature of work
Department
In date
In Time
Out Time
Remark.

Half Day/OT Report-

By using this tab, you can get the contractor wise/department wise report of workmen who are working in half day or who are doing over time.



The screenshot shows a dialog box titled "HalfDay / OverTime Report". It contains two radio buttons: "Half Day Report" (selected) and "OverTime Report". Below these are two date pickers: "From Date" (13/05/2012) and "To Date" (13/06/2012). There is a "Shift" dropdown menu currently showing "G". Below the shift menu are two radio buttons: "Contractor" (selected) and "Department". At the bottom right are two buttons: "Generate Report" and "Exit".

To generate the report

First select which report you want (Half Day/ OT report)

Select Date - Report will generate for selected date only

Select Shift - Select shift; report will display the data for selected shift only.

Group By

Contractor - If you select this option, report will generate contractor wise.

Department - If you select this option, report will generate department wise.

Report Preview

Main Report

Half Day Report From 01/05/2012 To 15/05/2012
M/S. ABAK CONSTRUCTION

Sr No	Workman	Nature Of Work / Work Skill	Department	In Date Time	Out Date Time	Shift	Man Hours	Status
1	AMARNATH B MATTE [8596000511]	KHALASI / UNSKILLED	MECHANICAL	07/05/12 8:02 AM	07/05/12 2:00 PM	A	7.58	HO [Present - Half Day]
2	AYYAGARI SUDHAKAR [8596000905]	KHALASI / SEMI SKILLED	MECHANICAL	14/05/12 8:03 AM	14/05/12 1:59 PM	A	7.52	HO [Present - Half Day]
3	GANGADHAR TAHIRE [8596000587]	KHALASI / UNSKILLED	MECHANICAL	04/05/12 8:06 AM	04/05/12 2:00 PM	A	7.53	HO [Present - Half Day]
4	GANGADHAR TAHIRE [8596000587]	KHALASI / UNSKILLED	MECHANICAL	05/05/12 8:04 AM	05/05/12 2:00 PM	A	7.55	HO [Present - Half Day]
5	GANGADHAR TAHIRE [8596000587]	KHALASI / UNSKILLED	MECHANICAL	12/05/12 8:16 AM	12/05/12 2:00 PM	A	7.43	HO [Present - Half Day]
6	HIRAJAN G DEVADHAR [8596000750]	KHALASI / UNSKILLED	MECHANICAL	02/05/12 8:07 AM	02/05/12 2:00 PM	A	7.52	HO [Present - Half Day]
7	HIRAJAN G DEVADHAR [8596000750]	KHALASI / UNSKILLED	MECHANICAL	03/05/12 8:14 AM	03/05/12 2:00 PM	A	7.48	HO [Present - Half Day]
8	HIRAJAN G DEVADHAR [8596000750]	KHALASI / UNSKILLED	MECHANICAL	09/05/12 8:05 AM	09/05/12 2:00 PM	A	7.54	HO [Present - Half Day]
9	KHUSHAL MESHAM [8596000586]	KHALASI / UNSKILLED	MECHANICAL	08/05/12 8:05 AM	08/05/12 2:00 PM	A	7.54	HO [Present - Half Day]
10	KHUSHAL MESHAM [8596000586]	KHALASI / UNSKILLED	MECHANICAL	07/05/12 8:09 AM	07/05/12 1:59 PM	A	7.49	HO [Present - Half Day]
11	KISHORE NAIKDEV THAKRE [8596000303]	KHALASI / UNSKILLED	MECHANICAL	12/05/12 8:02 AM	12/05/12 1:57 PM	A	7.55	HO [Present - Half Day]
12	KOUSALENDER GAUTAM [8596001088]	KHALASI / SEMI SKILLED	MECHANICAL	11/05/12 8:16 AM	11/05/12 2:00 PM	A	7.43	HO [Present - Half Day]
13	MAKIRAND PRASAD JAISWAL [8596001885]	RIGGER / SKILLED	MECHANICAL	04/05/12 8:01 AM	04/05/12 2:00 PM	A	7.58	HO [Present - Half Day]
14	NARENDRA BHAGAT [8596000587]	FITTER / SKILLED	MECHANICAL	06/05/12 8:00 AM	06/05/12 2:00 PM	A	7.59	HO [Present - Half Day]
15	NEELKANT VIJAE [8596000656]	KHALASI / UNSKILLED	MECHANICAL	10/05/12 8:00 AM	10/05/12 1:57 PM	A	7.57	HO [Present - Half Day]
16	PN KALUSHAL [8596000528]	FITTER / SKILLED	MECHANICAL	02/05/12 8:00 AM	02/05/12 2:00 PM	A	7.59	HO [Present - Half Day]
17	PN KALUSHAL [8596000528]	FITTER / SKILLED	MECHANICAL	05/05/12 8:04 AM	05/05/12 2:00 PM	A	7.55	HO [Present - Half Day]

Report Generated Through LabourWorks™ On 25/05/2012 # Page 1 of 88

Current Page No.: 1 Total Page No.: 88 Zoom Factor: 75%

The report will display

Workmen name with barcode no
Nature of work
Department
In Date time
Out Date Time
Shift
Man Hrs.
Status

Wages And Pay slip

Detailed Wages Report - Wage cycle is a set of rules that defines the criteria by which scheduled payments are selected for payment creation, e.g., payroll may be on a weekly, bi-weekly, or monthly pay cycle. By using this option, you can get contractorwise details of workman's payment.


Detailed Wages Report

Wage Cycle
[Jan 01, 2012] - [Jan 31, 2012]

Contractor
ARPIT LABOUR

Generate Report

Exit

Report Preview

Main Report

Detailed Wages Report for Contractor M/S. ABAK CONSTRUCTION From 01/03/2012 To 31/03/2012

Sr No	Workmen	Nature Of Work / Workskill A	Rate B	Man Days C	Basic Wages D=B x C	PF Employer E	PF Employee F	ESIS Employer G	ESIS Employee H	HRA I	OT J	OT Rate K	OT Amount L=J x K	Total Amount D + E + F + H + I + L
1	AMARDEV SHARMA [8596000823]	FITTER / HIGH SKILLED	100.00	7.00	700.00	98.00	84.00	35.00	0.00	21.00	0.00	50.00	0.00	837.00
2	AVADESH KUMAR DUBEY [8596000962]	KHALASI / SEMI SKILLED	125.00	22.00	2,750.00	385.00	330.00	137.50	0.00	82.50	0.00	45.00	0.00	2,502.50
3	AYYAGARI SUDHAKAR [8596000928]	KHALASI / SEMI SKILLED	125.00	18.00	2,250.00	315.00	270.00	112.50	0.00	67.50	0.00	45.00	0.00	2,047.50
4	GAJRAJ BALLAVI [8596000939]	KHALASI / SEMI SKILLED	125.00	8.00	1,000.00	140.00	120.00	50.00	0.00	30.00	0.00	45.00	0.00	910.00
5	KISHAN N SAHARE [8596001107]	KHALASI / SEMI SKILLED	125.00	14.00	1,750.00	245.00	210.00	87.50	0.00	52.50	0.00	45.00	0.00	1,992.50
6	KOUSALENDER GAUTAM [8596001088]	KHALASI / SEMI SKILLED	125.00	19.50	2,437.50	341.25	292.50	121.88	0.00	73.13	0.00	45.00	0.00	2,218.13
7	MID OWAIS [8596000799]	FITTER / HIGH SKILLED	100.00	22.00	2,200.00	308.00	264.00	110.00	0.00	66.00	0.00	50.00	0.00	2,002.00
8	MOHANLAL SHARMA [8596000939]	FITTER / HIGH SKILLED	100.00	19.50	1,950.00	273.00	234.00	97.50	0.00	58.50	0.00	50.00	0.00	1,774.50
9	MUKESH SHUKLA [8596000934]	KHALASI / SEMI SKILLED	125.00	20.00	2,500.00	350.00	300.00	125.00	0.00	75.00	0.00	45.00	0.00	2,275.00
10	RAJARAM SHUKLA [8596001522]	KHALASI / SEMI SKILLED	125.00	21.50	2,567.50	376.25	322.50	134.38	0.00	80.63	0.00	45.00	0.00	2,445.63
11	RAVI RAMDAS KOSLE [8596000695]	FITTER / SEMI SKILLED	125.00	11.50	1,437.50	201.25	172.50	71.88	0.00	43.13	0.00	45.00	0.00	1,308.13
12	SHANAWAS KHAN [8596000580]	FITTER / HIGH SKILLED	100.00	14.00	1,400.00	196.00	168.00	70.00	0.00	42.00	0.00	50.00	0.00	1,274.00
13	SUBHASH ATRAM [8596001625]	KHALASI / SEMI SKILLED	125.00	19.00	2,375.00	332.50	285.00	118.75	0.00	71.25	0.00	45.00	0.00	2,161.25
14	SURESH S MOHURLE [8596000965]	KHALASI / SEMI SKILLED	125.00	19.50	2,437.50	341.25	292.50	121.88	0.00	73.13	0.00	45.00	0.00	2,218.13
	TOTAL			235.50	27,875.00	3,962.50	3,345.00	1,393.77	0.00	836.27	0.00		0.00	25,366.27

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

This report will display

Workman name
 Nature of job
 Rate
 Man Days
 Basic wages
 PF Employer
 ESIS Employer
 HRA
 OT
 OT Rate
 OT amount
 Total Amount

Contractor Bill

This tab is useful for getting contrator wise bill.


Contractor Bill
✕

Wage Cycle
[Feb 01, 2012] - [Feb 29, 2012] ▼

Generate Report
Exit

Preview

Contractor Bill From 01/03/2012 To 31/03/2012

Contractor : M/S. ABAK CONSTRUCTION
Vendor Code : 00051

Sr. No	Workskill	Wage Rate	Man Days	Basic Wages	OT	OT Rate	OT Amount	Wages	Service Changes	Service Tax	Total Bill
1	HIGH SKILLED	400.00	62.50	6,250.00	0.00	50.00	0.00	1,274.00	682.50	568.75	6,938.75
2	SEMI SKILLED	1,250.00	173.00	21,625.00	0.00	45.00	0.00	2,218.13	2,361.45	1,967.88	24,008.10
	TOTAL		235.50	27,875.00	0.00		0.00	25,366.27	3,043.95	2,536.63	30,946.85

Contractor : M/S. ABAK CONSTRUCTION - PROJECT
Vendor Code : 00052

Sr. No	Workskill	Wage Rate	Man Days	Basic Wages	OT	OT Rate	OT Amount	Wages	Service Changes	Service Tax	Total Bill
1	SEMI SKILLED	375.00	16.00	2,000.00	0.00	45.00	0.00	455.00	218.40	182.00	2,220.40
	TOTAL		16.00	2,000.00	0.00		0.00	1,820.00	218.40	182.00	2,220.40

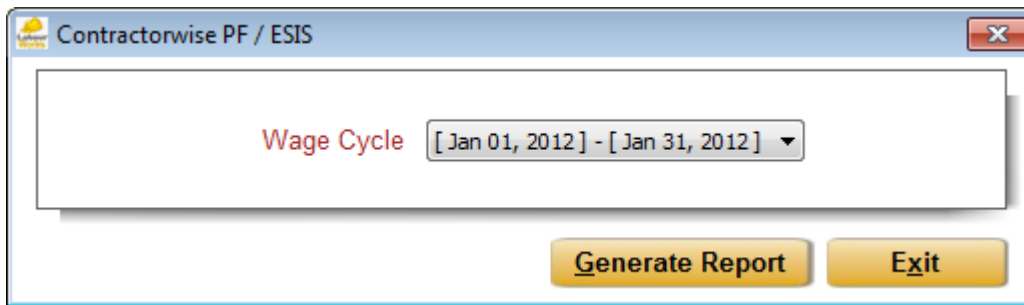
Contractor : M/S. ALASKA INDUSTRIES
Vendor Code : 00054

Sr. No	Workskill	Wage Rate	Man Days	Basic Wages	OT	OT Rate	OT Amount	Wages	Service Changes	Service Tax	Total Bill
1	SEMI SKILLED	250.00	30.50	3,812.50	0.00	45.00	0.00	1,820.00	416.33	346.94	4,232.64
	TOTAL		30.50	3,812.50	0.00		0.00	3,469.38	416.33	346.94	4,232.64

Work skill
 Man days
 Wage rate
 Basic Wages
 OT
 OT Rate
 OT Amount
 Wages
 Service Changes
 Serv Tax
 Total bill

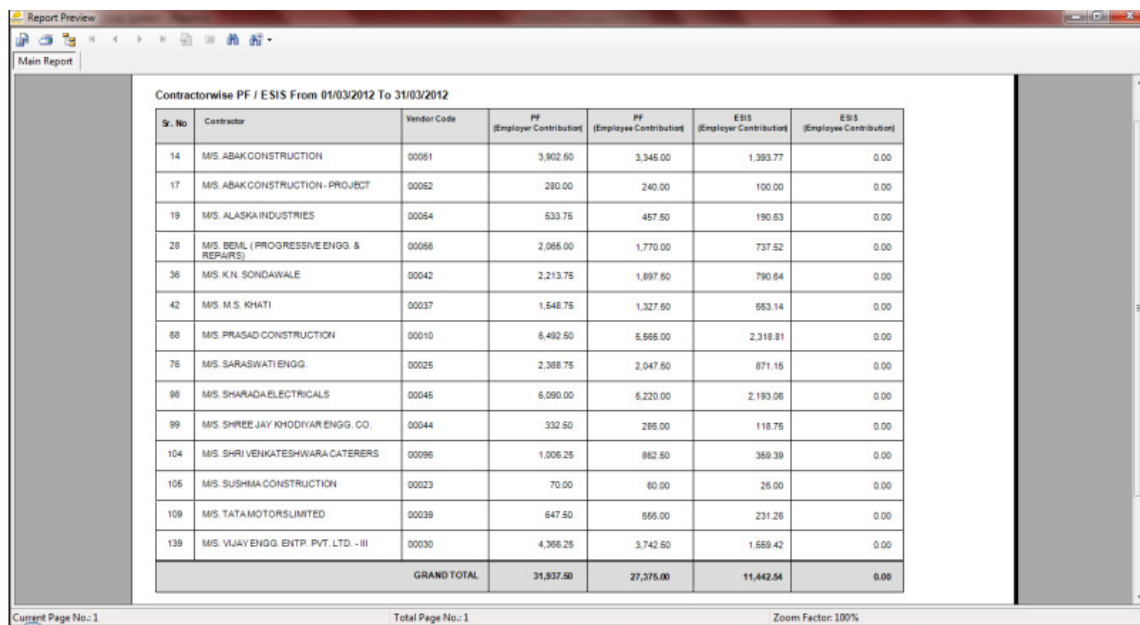
Contractor wise PF/ESIS

By using this tab,you can get contractorwise PF/ESIS details.



The report will show

Contractor Name
Vendor Code
PF
ESIS



Sr. No	Contractor	Vendor Code	PF (Employer Contribution)	PF (Employee Contribution)	ESIS (Employer Contribution)	ESIS (Employee Contribution)
14	M/S ABAK CONSTRUCTION	00051	3,902.50	3,345.00	1,393.77	0.00
17	M/S ABAK CONSTRUCTION - PROJECT	00052	280.00	240.00	100.00	0.00
19	M/S ALASKA INDUSTRIES	00054	533.75	457.50	190.53	0.00
28	M/S BEML (PROGRESSIVE ENGG. & REPAIRS)	00056	2,065.00	1,770.00	737.52	0.00
36	M/S K.N. SONDAWALE	00042	2,213.75	1,897.50	790.64	0.00
42	M/S M.S. KHATI	00037	1,548.75	1,327.50	553.14	0.00
58	M/S PRASAD CONSTRUCTION	00010	6,492.50	5,555.00	2,318.81	0.00
76	M/S SARASWATI ENGG.	00025	2,388.75	2,047.50	871.15	0.00
96	M/S SHARADA ELECTRICALS	00045	6,090.00	5,220.00	2,193.06	0.00
99	M/S SHREEJAY KHODIYAR ENGG. CO.	00044	332.50	285.00	118.75	0.00
104	M/S SHRI VENKATESHWARA CATERERS	00095	1,005.25	852.50	359.39	0.00
105	M/S SUSHMA CONSTRUCTION	00023	70.00	60.00	25.00	0.00
109	M/S TATA MOTORS LIMITED	00039	547.50	555.00	231.25	0.00
139	M/S VIJAY ENGG. ENTP. PVT. LTD. - III	00030	4,355.25	3,742.50	1,559.42	0.00
GRAND TOTAL			31,937.50	27,375.00	11,442.54	0.00

Pay Slip

It is necessary to give payslip to every workman by his contractor and get receipt of payment. We can get pay slip by using this tab.


Payslip
✕

Wage Cycle
[Jan 01, 2012] - [Jan 31, 2012]

Contractor
ARPIT LABOUR

Generate Report
Exit

Payslip From 01/03/2012 To 31/03/2012

Contractor M/S. ABAK CONSTRUCTION
Vendor Code 00051

Name Of Employee AMARDEV SHARMA [8596000623]				Wage Cycle 01/03/2012 - 31/03/2012			
Nature Of Work / Workskill FITTER / HIGH SKILLED							
Present Days	7.00	WO	0	PH	0	Absent Days	
Basic Rate	100.00	OT Hours	0.00				
Payble	Amount				Deductions		
Basic	700.00			PF	84.00		
OT Amount	0.00			ESIC	0.00		
				Salary Adv			
Gross Salary	700.00			Deductions	84.00	Net Salary	616.00
Signature Of Employee							

Attendance Exception

Not Check Out Report

The workmen who have crossed their max man hours are considered as not check out.. To get report will show you workmen detail who have not checked out.


Not Checked Out Report
✕

From Date
24/06/2012
To Date
24/07/2012

Department
PRODUCTION

Section
SURVEY WORK

Contractor
--ALL--

Shift
--ALL--

Group by
☒ Contractor
☐ Department

Generate Report
Exit

From date to date - Select date and report will generate for selected date.

Department - Select department name.

Section - Select section name respective of department.

Contractor - Select contractor name.

Shift - Select shift name.

Group By - Contractor - If you click on contractor then in the report contractor name will display vertically.

Group By - Department- If you click on department then in the report department name will display vertically.

Report Preview

Main Report

Not Checked Out Report From 01/05/2012 To 15/05/2012

Contractor M/S. ABAK CONSTRUCTION [00051]

Sr No	Workmen	Nature of Job / Workskill	Department	Shift	In Date	In Time
1	MD OWAS [0596000799]	FITTER / HIGH SKILLED	MECHANICAL	G	01/05/2012	8:17 am
2	AKHANNATH S MATTE [0596000811]	KHALASI / UNSKILLED	MECHANICAL	B	01/05/2012	2:17 pm
3	PN KAU SHAH [0596000825]	FITTER / SKILLED	MECHANICAL	A	02/05/2012	6:00 am
4	R M KUMAR [0596000844]	KHALASI / UNSKILLED	MECHANICAL	A	02/05/2012	6:04 am
5	HIRAJAN G DEVACHAR [0596000790]	KHALASI / UNSKILLED	MECHANICAL	A	02/05/2012	6:07 am
6	RAVI RAMDAS KODLE [0596000885]	FITTER / SEMI SKILLED	MECHANICAL	A	03/05/2012	6:25 am
7	GANGADHAR TAVIRE [0596000887]	KHALASI / UNSKILLED	MECHANICAL	Open Shift	03/05/2012	6:40 am
8	AMARDEV SHARMA [0596000823]	FITTER / HIGH SKILLED	MECHANICAL	G	03/05/2012	8:00 am
9	PRITAM L SHAHNI [0596000822]	HELPER / UNSKILLED	MECHANICAL	G	03/05/2012	8:00 am
10	NAHDEV S ATRANI [0596000823]	KHALASI / UNSKILLED	MECHANICAL	G	03/05/2012	8:07 am
11	VJURY G RITE [0596000754]	KHALASI / UNSKILLED	MECHANICAL	G	03/05/2012	8:09 am
12	SANKER YERKAR [0596000834]	KHALASI / UNSKILLED	MECHANICAL	G	03/05/2012	8:09 am
13	SURESH S MOHURLE [0596000855]	KHALASI / SEMI SKILLED	MECHANICAL	G	03/05/2012	8:14 am
14	VASANTA CHARLE [0596000833]	KHALASI / UNSKILLED	MECHANICAL	Open Shift	03/05/2012	8:31 pm
15	DILIP N DUBEY [0596001090]	KHALASI / UNSKILLED	MECHANICAL	Open Shift	03/05/2012	8:36 pm
16	MUKESH SHUKLA [0596000824]	KHALASI / SEMI SKILLED	MECHANICAL	Open Shift	04/05/2012	1:36 am
17	UPENDER KUMAR PASWAN [0596000844]	WELDER / SKILLED	MECHANICAL	G	04/05/2012	8:00 am
18	JOGENDER RANDEY [0596000885]	WELDER / SKILLED	MECHANICAL	G	04/05/2012	8:00 am
19	VIKTU KANDE [0596000834]	KHALASI / UNSKILLED	MECHANICAL	G	04/05/2012	8:00 am
20	ASHOK SONIWANE [0596000824]	WELDER / SKILLED	MECHANICAL	G	04/05/2012	8:01 am
21	RAJARAM SHUKLA [0596001022]	KHALASI / SEMI SKILLED	MECHANICAL	G	04/05/2012	8:01 am
22	VINOD KUMAR CHARLE [0596000813]	KHALASI / UNSKILLED	MECHANICAL	G	04/05/2012	8:03 am

Report Generated Through LabourWorks™ On 28/05/2012

Current Page No.: 1 Total Page No.: 47 Zoom Factor: 75%

Report will display contractor wise

Workmen Name

Nature of job

Department

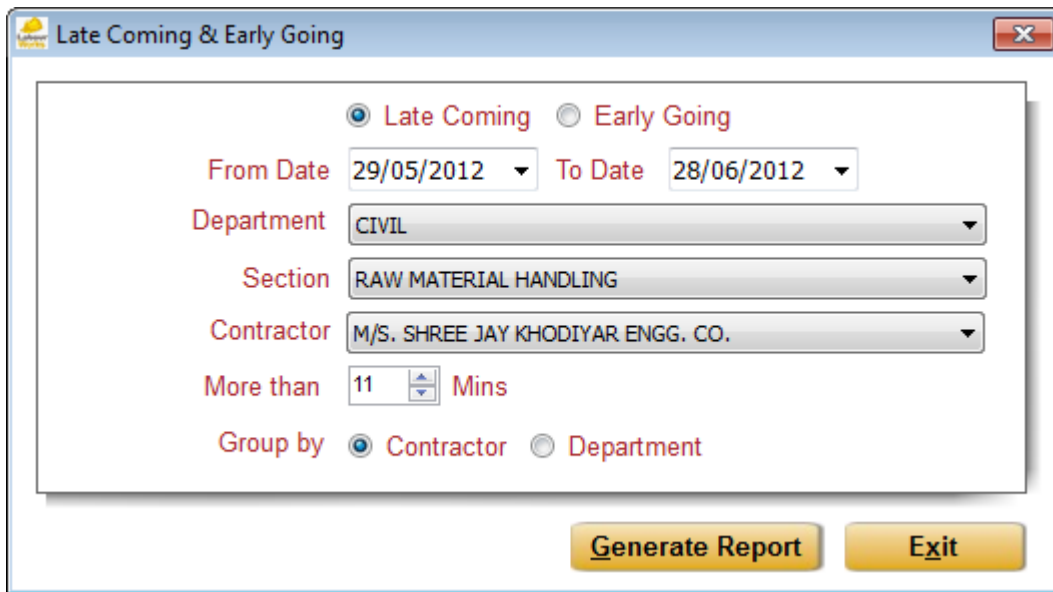
Shift

In Date

In Time

Late coming/Early going

This report shows late coming/early going workmen attendance details contractor wise/department wise for selected period.



Late Coming & Early Going

☒ Late Coming ☐ Early Going

From Date 29/05/2012 To Date 28/06/2012

Department CIVIL

Section RAW MATERIAL HANDLING

Contractor M/S. SHREE JAY KHODIYAR ENGG. CO.

More than 11 Mins

Group by ☒ Contractor ☐ Department

Generate Report **Exit**

Late Coming - If select this option, report will generate for workmen who have checked in after shift start time

Early Going - If select this option, report will generate for workmen who have checked out before shift end time.

From Date To Date - Select date then report will generate for selected period.

Department - Select department name.

Section - Select section name respective of department.

Contractor - Select contractor name.

Shift - Select shift name.

Group By - Contractor- If you click on contractor then in the report contractor name will display vertically.

Group By - Department- If you click on department then in the report department name will display vertically.

Report Preview

Main Report

Early Going Report From 29/05/2012 To 28/06/2012

Contractor - M/S. ABAK CONSTRUCTION - PROJECT [00052]

Sr No	Name	Nature of Job / Workskill	Department	Shift	In Date	Shift End Time	Out Time	Early Going
1	AMIR KHAN [899001955]	WELDER / SKILLED	MECHANICAL	G	17/06/2012	05:30 pm	1:55 pm	3.34
2	AMIR KHAN [899001955]	WELDER / SKILLED	MECHANICAL	G	19/06/2012	05:30 pm	1:55 pm	3.31
3	DHARMENDRA KUMAR [8996001927]	RIGGER / SKILLED	MECHANICAL	G	17/06/2012	05:30 pm	1:54 pm	3.35
4	DILIP DURGJE [8996001506]	KHALASI / SKILLED	MECHANICAL	G	20/06/2012	05:30 pm	3:44 pm	1.45
5	DANESH SATPADJE [8996001196]	KHALASI / UNSKILLED	MECHANICAL	G	23/06/2012	05:30 pm	12:27 pm	5.02
6	KALASH CHAHARE [8996001606]	KHALASI / UNSKILLED	MECHANICAL	G	23/06/2012	05:30 pm	12:29 pm	5.00
7	MANOU THAKUR [8996002036]	KHALASI / UNSKILLED	MECHANICAL	G	19/06/2012	05:30 pm	1:46 pm	3.43
8	MULBASIR ALAM [8996001920]	KHALASI / UNSKILLED	MECHANICAL	G	17/06/2012	05:30 pm	1:54 pm	3.35
9	SUDHIR ZADE [8996001987]	STAFF / SKILLED	MECHANICAL	G	20/06/2012	05:30 pm	12:28 pm	5.01
10	VINOD S. ITANKAR [8996002039]	KHALASI / UNSKILLED	MECHANICAL	G	21/06/2012	05:30 pm	12:37 pm	4.52

Contractor - M/S. ABAK CONSTRUCTION [00051]

Sr No	Name	Nature of Job / Workskill	Department	Shift	In Date	Shift End Time	Out Time	Early Going
1	ASHOK D. GUJARIKAR [8996000390]	KHALASI / UNSKILLED	MECHANICAL	G	13/06/2012	05:30 pm	3:55 pm	1.33
2	ATYAGARI SUDHAKAR [8996000305]	KHALASI / SEMI SKILLED	MECHANICAL	G	08/06/2012	05:30 pm	12:23 pm	5.00
3	BANDU MOON [8996001254]	KHALASI / UNSKILLED	MECHANICAL	G	12/06/2012	05:30 pm	2:25 pm	3.01
4	CHANDRABHAN M. DURATKAR [8996001403]	WELDER / SKILLED	MECHANICAL	G	01/06/2012	05:30 pm	8:00 pm	0.30
5	CHANDRABHAN M. DURATKAR [8996001403]	WELDER / SKILLED	MECHANICAL	G	21/06/2012	05:30 pm	12:31 pm	4.58

Report Generated Through LabourWorks™ On 28/06/2012 # Page 1 of 76

Current Page No.: 1 Total Page No.: 76

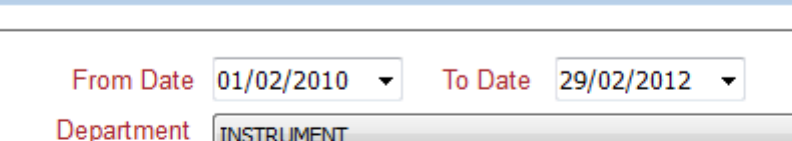
One Last Step Required
Click here to complete the setup of your host computer.

Report will display

Workmen Name with his barcode no
Nature of job
Department
Shift
In Date
Shift End Time
Out Time
Early Going

Holiday Working

This report will generate detailed timesheet for workmen who have worked on weekly off or holiday.



Holiday Working

From Date: 01/02/2010 To Date: 29/02/2012

Department: INSTRUMENT

Section: RAW MILL

Contractor: M/S. SHARADA ELECTRICALS

☒ Include Working On Weekly Off

Generate Report **Exit**

From Date To Date - Select date then report will generate for selected period.

Department - Select department name.

Section - Select section name respective of department.

Contractor - Select contractor name.

Include Working on weekly off - If you uncheck this option, then report will display working on holidays.

[illegible]

Report will display

Workmen Name with his barcode no

Nature of job

Department

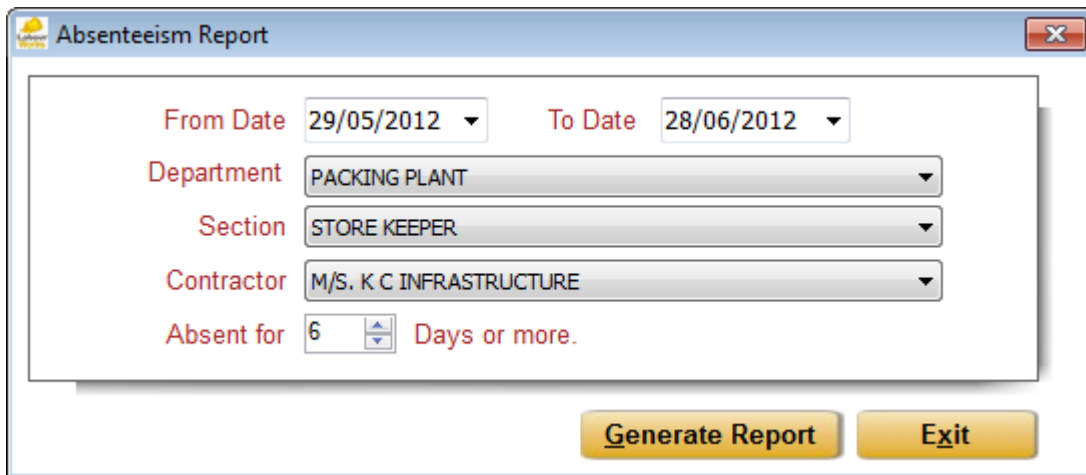
Shift

In Date

In time
Out Time
Man Hrs.
Holidays Description

Absenteeism Report

This report will display workmen who are absent for selected days between selected period.



The screenshot shows a software window titled "Absenteeism Report" with a close button (X) in the top right corner. Inside the window, there are several input fields and buttons. The "From Date" field is set to "29/05/2012" and the "To Date" field is set to "28/06/2012". Below these, the "Department" dropdown menu is set to "PACKING PLANT", the "Section" dropdown menu is set to "STORE KEEPER", and the "Contractor" dropdown menu is set to "M/S. K C INFRASTRUCTURE". The "Absent for" field is a numeric spinner set to "6", followed by the text "Days or more.". At the bottom of the window, there are two buttons: "Generate Report" and "Exit".

From Date To Date - Select date then report will generate for selected period.

Department - Select department name.

Section - Select section name respective of department.

Absent For - After entering days report will generate for workmen who are absent for selected days.

Report Preview

Main Report

Absenteeism Report From 01/05/2012 To 31/05/2012

Contractor - M/S. ABAK CONSTRUCTION - PROJECT [00052]

Sl No	Workmen	Nature of Work / Workskill	Department	Working Days	Absent Days
1	AABOORACKER [0596001944]	STAFF / SKILLED	MECHANICAL	26	19
2	AHIR KHAN [0596001989]	WELDER / SKILLED	MECHANICAL	26	20
3	AMIT LONBALE [0596001555]	KHALASI / SKILLED	MECHANICAL	26	20
4	ANJIT DETHI [0596001321]	KHALASI / UNSKILLED	MECHANICAL	26	22
5	ANIL KUMAR MEHTA [0596002004]	KHALASI / UNSKILLED	MECHANICAL	26	21
6	ANIL PANDOR [0596001963]	FITTER / SKILLED	MECHANICAL	26	21
7	ARAVIND PETHAR [0596001473]	KHALASI / UNSKILLED	MECHANICAL	26	22
8	ARUN KUMAR PAL [0596001926]	FITTER / SKILLED	MECHANICAL	26	19
9	ARUN MADAVI [0596001948]	STAFF / SKILLED	MECHANICAL	26	20
10	ASGARUL HAQUE [0596001945]	STAFF / SKILLED	MECHANICAL	26	20
11	ASHOK GHULE [0596001158]	KHALASI / UNSKILLED	MECHANICAL	26	24
12	BAVU NAGARDE [0596001968]	KHALASI / UNSKILLED	MECHANICAL	26	21
13	SHARATH SONTAKE [0596001334]	FITTER / SKILLED	MECHANICAL	26	22
14	SHASHI KOTRAJE [0596001313]	FITTER / SKILLED	MECHANICAL	26	22
15	SHAWARAO THAKRE [0596001503]	KHALASI / UNSKILLED	MECHANICAL	26	20
16	CHANDRASHEKHAR THAKUR [0596002001]	FITTER / SKILLED	MECHANICAL	26	21
17	CHANDRASHEKHAR PODDAR [0596001964]	RIGGER / SKILLED	MECHANICAL	26	21
18	CHETHAN D TULASKAR [0596001991]	SAFETY SUPERVISOR / SKILLED	MECHANICAL	26	20
19	DATTA MAHADEV VIATGURE [0596002002]	KHALASI / UNSKILLED	MECHANICAL	26	21
20	DEVENDRA SHUKLA [0596001954]	STAFF / SKILLED	MECHANICAL	26	20

Report Generated Through LabourWorks™ On 28/05/2012 # Page 1 of 73

Current Page No.: 1 Total Page No.: 73

One Last Step Required
Click Here to complete the setup of your host computer.
Zoom Factor: 75%

Report will display

Workmen name
Nature of work
Department
Working Days
Absent days

Continuous Present

This report generates the workmen details who are present continuously from selected date for selected days.

Continuous Present Report

As On Date: 28/06/2012

Department: STORE

Section: WATER SUPP.OPP

Contractor: M/S. SHARADA ELECTRICALS

Continuous Present For: 10 Days

Generate Report Exit

As on Date - Select date report will display attendance from this date only.

Department - Select department name.

Section - Select section name respective of department.

Contractor - Select contractor name.

Continuous Present for- Select days, report will display present for selected days.

Report will display

Workmen Name

Nature of work

Department

Section

Present For

Excess ManHours Report

Excess man hours means exceeds regular man hours. You can set the excess man hours in attendance terminal. By using this tab you can get the report of workmen who have done their excess man hours.



This report will generate excess man hours per week.

From Date To Date - Select date then report will generate for selected period. (Please search week only)

Department - Select department name.

Section - Select section name respective of department.

Contractor - Select contractor name.

Man Hrs - Enter hrs so report will generate for selected man hrs.

Report Preview

Main Report

Extra Man Hours Report for 60 Hrs, From 01/05/2012 To 08/05/2012

Sr No	Contractor [Vendor Code]	WorkMan	Nature of Work / Workskill	Department	ManHours
1	M/S. ABAK CONSTRUCTION [00581]	ALIARDEV SHARIHA [8596000623]	FITTER / HIGH SKILLED	MECHANICAL	63.08
2	M/S. ABAK CONSTRUCTION [00581]	ASHOK SONVIANE [8596000624]	WELDER / SKILLED	MECHANICAL	70.45
3	M/S. ABAK CONSTRUCTION [00581]	AVADISH KUMAR DUBEY [8596000942]	KHALASI / SEMI SKILLED	MECHANICAL	90.32
4	M/S. ABAK CONSTRUCTION [00581]	BALAJI A PARCHAVE [8596001827]	KHALASI / UNSKILLED	MECHANICAL	62.51
5	M/S. ABAK CONSTRUCTION [00581]	BALU M MATTE [8596000529]	KHALASI / UNSKILLED	MECHANICAL	90.55
6	M/S. ABAK CONSTRUCTION [00581]	BANDU MOON [8596001254]	KHALASI / UNSKILLED	MECHANICAL	70.29
7	M/S. ABAK CONSTRUCTION [00581]	BHIM SINGH [8596000539]	WELDER / SKILLED	MECHANICAL	92.92
8	M/S. ABAK CONSTRUCTION [00581]	CHANDRABHAN M DURAKIAR [8596001403]	WELDER / SKILLED	MECHANICAL	65.03
9	M/S. ABAK CONSTRUCTION [00581]	CHANDU A DETTE [8596000538]	KHALASI / UNSKILLED	MECHANICAL	69.51
10	M/S. ABAK CONSTRUCTION [00581]	DILIP SATAVEDIAR [8596000901]	KHALASI / UNSKILLED	MECHANICAL	63.53
11	M/S. ABAK CONSTRUCTION [00581]	HISHORE TURAKHAR [8596001252]	KHALASI / UNSKILLED	MECHANICAL	77.20
12	M/S. ABAK CONSTRUCTION [00581]	MAHADEV A GEDAM [8596001013]	KHALASI / UNSKILLED	MECHANICAL	76.09
13	M/S. ABAK CONSTRUCTION [00581]	MO OVIAS [8596000799]	FITTER / HIGH SKILLED	MECHANICAL	62.05
14	M/S. ABAK CONSTRUCTION [00581]	MOHANLAL SHARIHA [8596000339]	FITTER / HIGH SKILLED	MECHANICAL	33.33
15	M/S. ABAK CONSTRUCTION [00581]	MUKESH BHUKLA [8596000524]	KHALASI / SEMI SKILLED	MECHANICAL	64.32
16	M/S. ABAK CONSTRUCTION [00581]	MUNNA PRASAD [8596000361]	KHALASI / UNSKILLED	MECHANICAL	90.15
17	M/S. ABAK CONSTRUCTION [00581]	NARENDRA BHAGAT [8596000587]	FITTER / SKILLED	MECHANICAL	63.08

Report Generated Through LabourWorks™ On 29/05/2012 # Page 1 of 15

Current Page No.: 1 Total Page No.: 15 Zoom Factor: 75%

Report will display

Contractor name with vendor code

Workmen Name

Nature of work

Department

Man Hrs.

Not Approved Attendance

This report will display workmen whose attendance photos are not approved for selected date.

Not Approved Attendance

From Date 30/05/2012 To Date 29/06/2012

Department ACCOUNTS

Contractor Om Enterprises

Generate Report Exit

To generate report select

From Date To Date - Select date then report will generate for selected period.

Department - Select department name.

Contractor - Select contractor name

Report Preview

Main Report

Not Approved Attendance From 30/05/2012 To 29/06/2012

Contractor M/S. PRASAD CONSTRUCTION [550010]

Sl No	Name	Nature of Work / Workskill	Department	Date	In Time	Out Time	Registered Photo	In Photo	Out Photo
1	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	01/06/2012	08:00 am	07:05 pm			
2	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	02/06/2012	08:00 am	06:59 pm			
3	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	03/06/2012	08:00 am	06:30 pm			
4	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	05/06/2012	08:06 am	07:30 pm			
5	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	06/06/2012	08:00 am	05:30 pm			
6	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	07/06/2012	08:00 am	05:30 pm			
7	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	08/06/2012	08:00 am	05:28 pm			
8	DINKAR THAWRI [5596001415]	ACCOUNTS/ SEMI SKILLED	ACCOUNTS	08/06/2012	08:01 am	05:26 pm			

Current Page No.: 1 Total Page No.: 5 Zoom Factor: 75%

Report will display

Workmen Name with barcode no

Workskill

Department

Date

In Time

Out Time

Registered Photo

In Photo

Out Photo

Attendance Error Log Report

This report will display attendance error log for selected period.


Attendance Error Log Report

This will show Error Log related to attendance.

From Date 01/05/2012
 To Date 08/05/2012

Error Code
☐ In
 ☐ Out
 ☒ Invalid Gate
 ☐ Medical Check Incomplete
 ☐ Security check Incomplete
 ☒ Safety Check Incomplete
 ☐ WorkOrder Expired
 ☐ Max Count exceed for Cardtype
 ☐ Max Count exceed for Shift
 ☐ In/Out Error
 ☒ In/Out Error
 ☐ Debarred In
 ☐ Seized Badge In
 ☐ Card Expired
 ☐ Invalid Barcode
 ☐ Finger Validation
 ☐ Scan Barcode
 ☐ W/C Policy
 ☐ Avail WeeklyOff
 ☐ Max Skillwise Allow
 ☐ Scan WO Card First

To get the report select

Date- Select date, report will generate for this selected date.

Select type of error from check box. you can select multiple option. Generate the report.

Report Preview

Main Report

Attendance Error Log Report From 01/05/2011 To 16/05/2012

Sr No	Log Date	Contractor (Vendor Code)	Workmen	Nature Of Job / Work Shift	Code	Message
1	01/12/11 1:14 PM	M/S. SARASWATI ENVS. (00025)	CHANDRA UPADH (8596001087)	KHALAS / UNSKILLED	1	Max hours Permitted Cross
2	01/12/11 1:15 PM	M/S. SCI INTERNATIONAL LTD. (00040)	SARVIAN SINGH (8596001132)	SECURITY GUARD / SKILLED	1	Shift: 0
3	01/12/11 1:19 PM	M/S. SCI INTERNATIONAL LTD. (00040)	MUKESH PRASAD (8596001059)	SECURITY GUARD / SKILLED	1	Shift: 0
4	01/12/11 1:21 PM	M/S. PRASAD CONSTRUCTION (00010)	RAJCHANDRA MAGLIWAR (8596000908)	EXTRA LABOUR / UNSKILLED	1	Shift: 0
5	01/12/11 1:24 PM	M/S. M.S. KHATI (00037)	RAJENDRA S. RAJENDRA (8596001073)	DRIVER / SEMI SKILLED	1	Shift: 0
6	01/12/11 1:25 PM	M/S. PRASAD CONSTRUCTION (00010)	SANDEEP KHADSE (8596000873)	TRACTOR LABOUR / UNSKILLED	1	Shift: 0
7	01/12/11 1:28 PM	M/S. PRASAD CONSTRUCTION (00010)	MAROTI MADAM (8596000875)	COAL / UNSKILLED	1	Shift: 0
8	01/12/11 1:29 PM	M/S. GURUNANAKI TRANSPORT (00058)	PRAKASH TUNGLIWAR (8596001610)	OPERATOR / SKILLED	1	Shift: 0
9	01/12/11 1:29 PM	M/S. PRASAD CONSTRUCTION (00010)	RAJENDRA S. PRAD (8596000876)	COAL / UNSKILLED	1	Shift: 0
10	01/12/11 1:29 PM	M/S. PRASAD CONSTRUCTION (00010)	SAJU TATE (8596000835)	CEMENT MILL / UNSKILLED	1	Shift: 0
11	01/12/11 1:29 PM	M/S. GURUNANAKI TRANSPORT (00058)	ANANDRAO NAKHAR (8596001610)	DRIVER / SKILLED	1	Shift: 0
12	01/12/11 1:30 PM	M/S. PRASAD CONSTRUCTION (00010)	SURYASHANKU HOTRANGE (8596000870)	COAL / UNSKILLED	1	Shift: 2
13	01/12/11 1:32 PM	M/S. VIKAS & CO. (00043)	N. SHANKAR (8596000312)	GANG MAN / UNSKILLED	1	Shift: 2
14	01/12/11 1:36 PM	M/S. PRASAD CONSTRUCTION (00010)	PAULU MADHVE (8596000817)	ZMISC / UNSKILLED	1	Shift: 2
15	01/12/11 1:36 PM	M/S. PRASAD CONSTRUCTION (00010)	DADAJI CHIDE (8596000829)	ZMISC / UNSKILLED	1	Shift: 2
16	01/12/11 1:36 PM	M/S. PRASAD CONSTRUCTION (00010)	MUNESHWAR ACE (8596001024)	EXTRA LABOUR / UNSKILLED	1	Shift: 2
17	01/12/11 1:37 PM	M/S. PRASAD CONSTRUCTION (00010)	SACHIN BAWANE (8596000402)	ZMISC / UNSKILLED	1	Shift: 2

Report Generated Through LabourWorks™ On 29/05/2012

Current Page No.: 1

Total Page No.: 1887

Zoom Factor: 75%

Report will display

Log Date

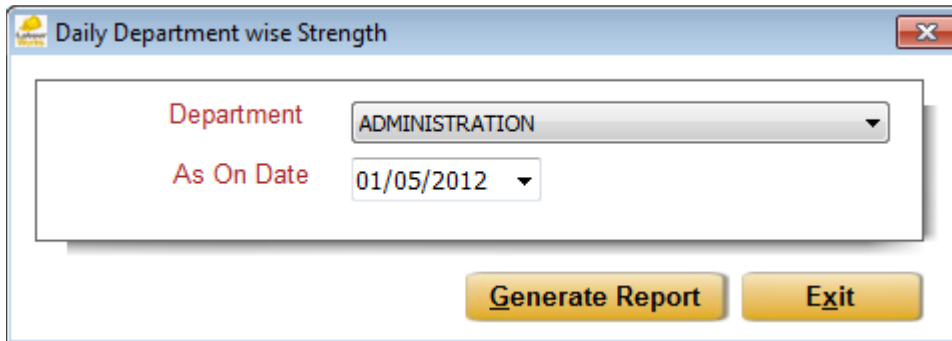


Cotractor Name
Workmen Name
Nature of job
Code
Message

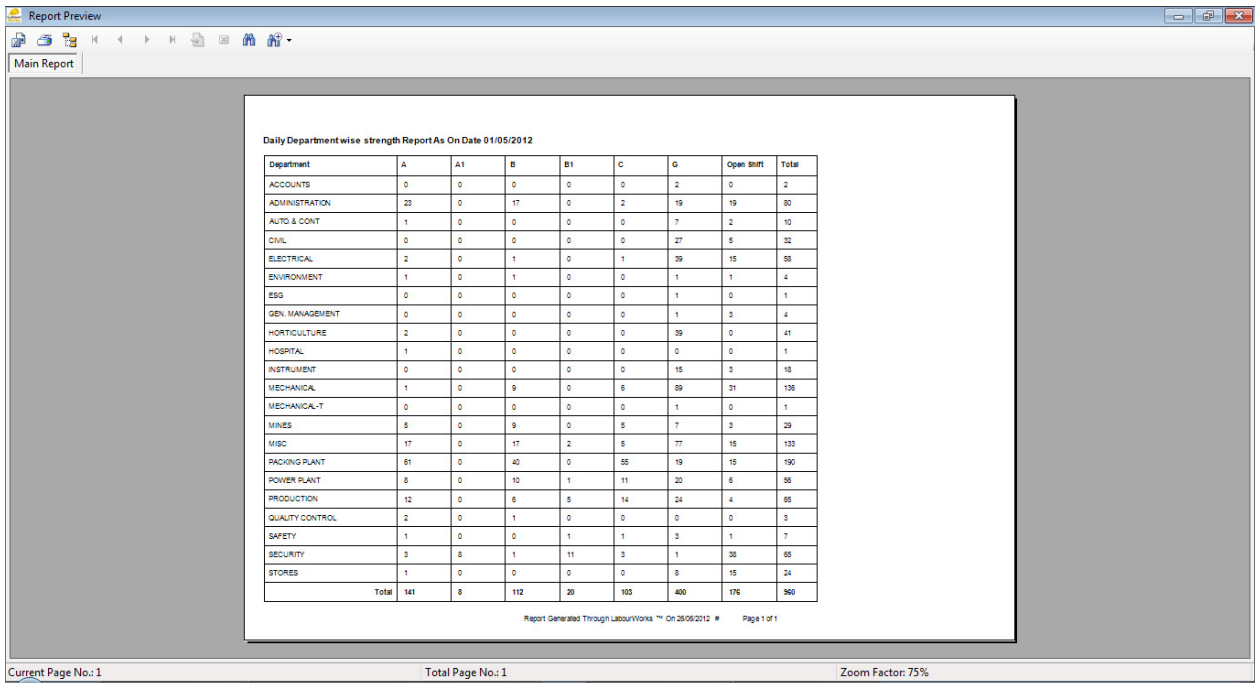
Productivity and Statistics

Daily Department wise Strength

This report will show daily department wise shift wise labour strength for selected date.



Select the department and date and generate the report.



Department	A	A1	B	B1	C	G	Open Shift	Total
ACCOUNTS	0	0	0	0	0	2	0	2
ADMINISTRATION	23	0	17	0	2	19	19	80
AUTO & CONT	1	0	0	0	0	7	2	10
CIVIL	0	0	0	0	0	27	5	32
ELECTRICAL	2	0	1	0	1	39	15	58
ENVIRONMENT	1	0	1	0	0	1	1	4
ESG	0	0	0	0	0	1	0	1
GEN. MANAGEMENT	0	0	0	0	0	1	3	4
HORTICULTURE	2	0	0	0	0	39	0	41
HOSPITAL	1	0	0	0	0	0	0	1
INSTRUMENT	0	0	0	0	0	15	3	18
MECHANICAL	1	0	9	0	5	89	21	135
MECHANICAL-T	0	0	0	0	0	1	0	1
MINES	5	0	9	0	5	7	3	29
MISC	17	0	17	2	5	77	15	133
PACKING PLANT	51	0	40	0	55	19	15	190
POWER PLANT	5	0	10	1	11	20	5	56
PRODUCTION	12	0	5	5	14	24	4	65
QUALITY CONTROL	2	0	1	0	0	0	0	3
SAFETY	1	0	0	1	1	3	1	7
SECURITY	3	8	1	11	3	1	25	65
STORES	1	0	0	0	0	5	15	24
Total	141	8	112	20	103	400	176	560

This report will show department name and types of shift and total.

Daily section wise strength

By using this tab, you can retrieve department wise labour strength.



The dialog box titled "Daily Section wise Strength" contains two dropdown menus. The first is labeled "Department" and is set to "AUTO. & CONT". The second is labeled "As On Date" and is set to "28/06/2012". Below the dropdowns are two buttons: "Generate Report" and "Exit".

This report will show section wise labour strength for selected date.

Report Preview

<

This report shows Department name, Section name, Types of shifts, Total Shift

Daily Contractorwise Strength

This report will show daily contractor wise, shift wise labour strength for selected period


Daily Contractor wise Strength

As On Date

Select the date and generate the report.

Report Preview

Main Report

Daily Contractor wise strength Report As On Date 01/05/2012

Contractor Name (Vendor Code)	A	A1	B	B1	C	G	Open Shift	Total
M/S. ASAC CONSTRUCTION (00051)	1	0	0	0	0	37	11	58
M/S. ALASKA INDUSTRIES (00054)	0	0	0	0	0	2	4	6
M/S. ASHOK KUMAR NISHAD (00055)	0	0	0	0	0	0	7	7
M/S. BEHL (PROGRESSIVE ENGG. & RE	0	0	0	0	0	1	1	2
M/S. G.S. ENTERPRISES (00057)	0	0	0	0	0	4	12	16
M/S. GURUNANAK TRANSPORT (00058)	0	0	0	2	2	0	1	5
M/S. K.N. SONDAWALE (00042)	2	0	0	0	0	29	0	31
M/S. M.S. KHATTI (00037)	1	0	0	1	1	3	1	7
M/S. NEIV DURGA INSULATION (00034)	0	0	0	0	0	0	8	8
M/S. OM ENTERPRISES (00062)	62	0	36	0	51	0	11	160
M/S. PRASAD CONSTRUCTION (00010)	54	0	45	5	32	165	30	334
M/S. SARASWATI ENGG. (00025)	0	0	0	1	1	17	2	21
M/S. SCI INTERNATIONAL LTD. (00040)	3	8	0	11	2	1	38	63
M/S. SHARADA ELECTRICALS (00045)	3	0	1	0	1	60	16	81
M/S. SHREE JAY KHODIYAR ENGG. CO.	0	0	4	0	3	52	16	74
M/S. SHREE SA CONSTRUCTION (0005)	0	0	0	0	0	2	9	11
M/S. SHRI SIDDHIVINAYAK CONSTRUCT	0	0	0	0	0	10	0	10
M/S. SHRI VENKATESHWARA CATERERS	12	0	16	0	1	2	3	34
M/S. SIGMA ENGINEERING (00059)	1	0	0	0	4	1	0	6
M/S. TATA MOTORS LIMITED (00039)	2	0	2	0	1	0	0	5
M/S. VIJAYA & CO. (00043)	0	0	2	0	1	10	3	16
M/S. VIKRAMA PRASAD (00036)	0	0	0	0	0	4	5	7
Total	141	8	112	20	103	400	176	960

Report Generated Through LabourWorks™ On 27/05/2012 # Page 1 of 1

Current Page No.: 1

Total Page No.: 1

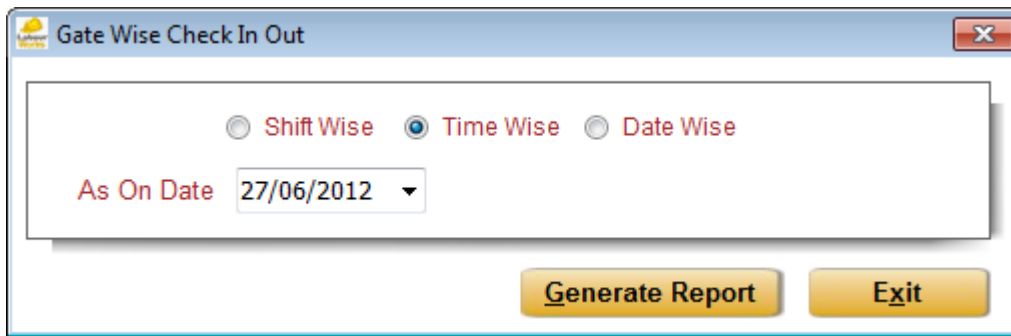
Zoom Factor: 75%

After generating the report it shows

Contractor name with vendor code
types of shift
Total

Gate wise strength

This report will display gate wise shift wise/time wise/date wise check in report.



Gate Wise Check In Out

☐ Shift Wise
 ☒ Time Wise
 ☐ Date Wise

As On Date: 27/06/2012

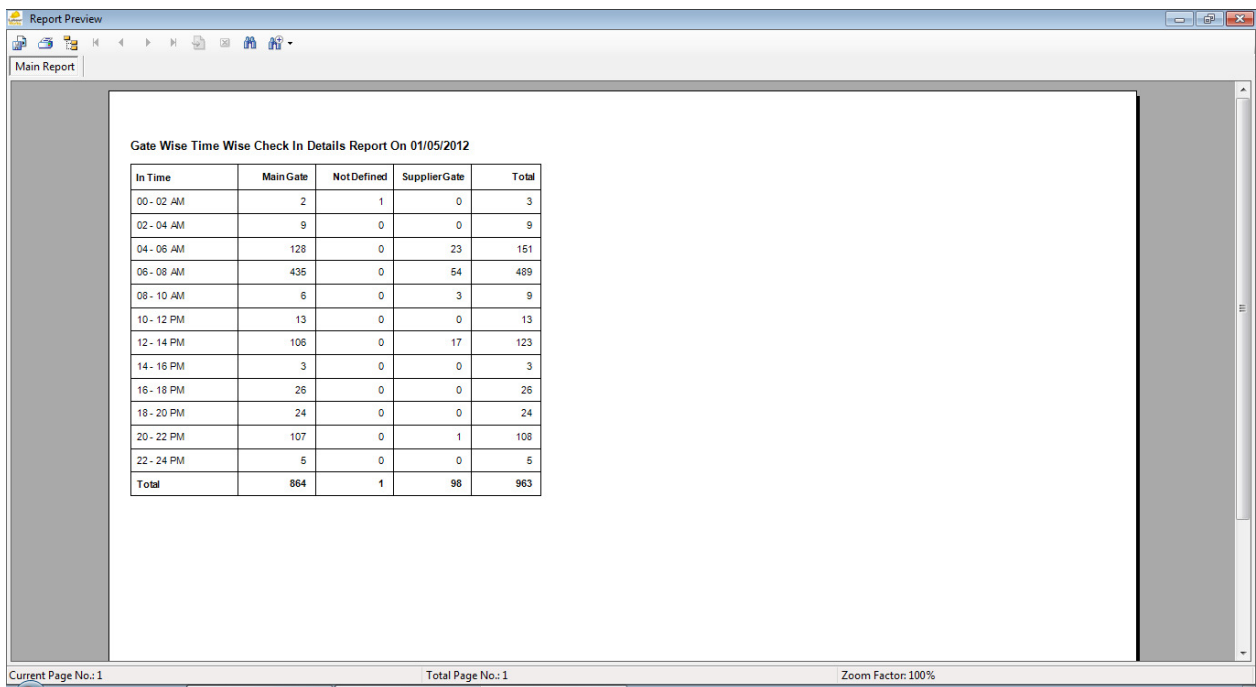
Generate Report
 Exit

Shift wise - If you select this option it will show shiftwise check in report.

Time wise - Shows time wise check in report.

Date wise - Shows date wise check in report.

As On Date - Select date, it will display the report for selected date.



Report Preview

Main Report

Gate Wise Time Wise Check In Details Report On 01/05/2012

In Time	Main Gate	Not Defined	Supplier Gate	Total
00 - 02 AM	2	1	0	3
02 - 04 AM	9	0	0	9
04 - 06 AM	128	0	23	151
06 - 08 AM	435	0	54	489
08 - 10 AM	6	0	3	9
10 - 12 PM	13	0	0	13
12 - 14 PM	106	0	17	123
14 - 16 PM	3	0	0	3
16 - 18 PM	26	0	0	26
18 - 20 PM	24	0	0	24
20 - 22 PM	107	0	1	108
22 - 24 PM	5	0	0	5
Total	864	1	98	963

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Report will display

In time

Main Gate

Not Defined

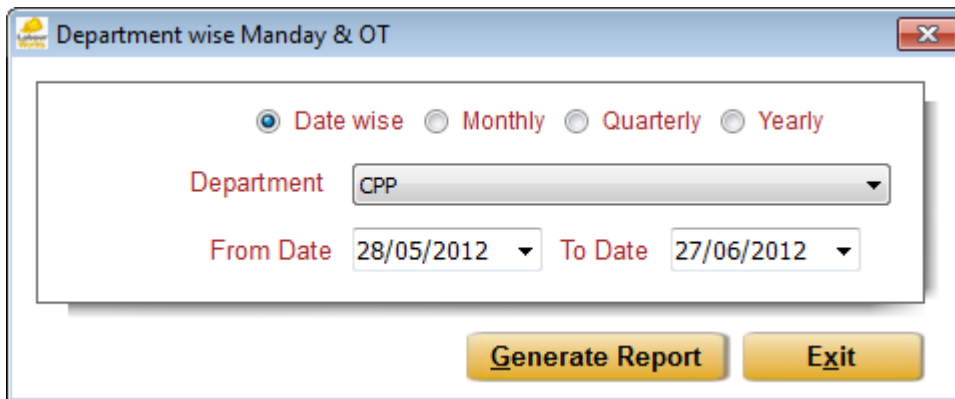
Supplier Gate

Total

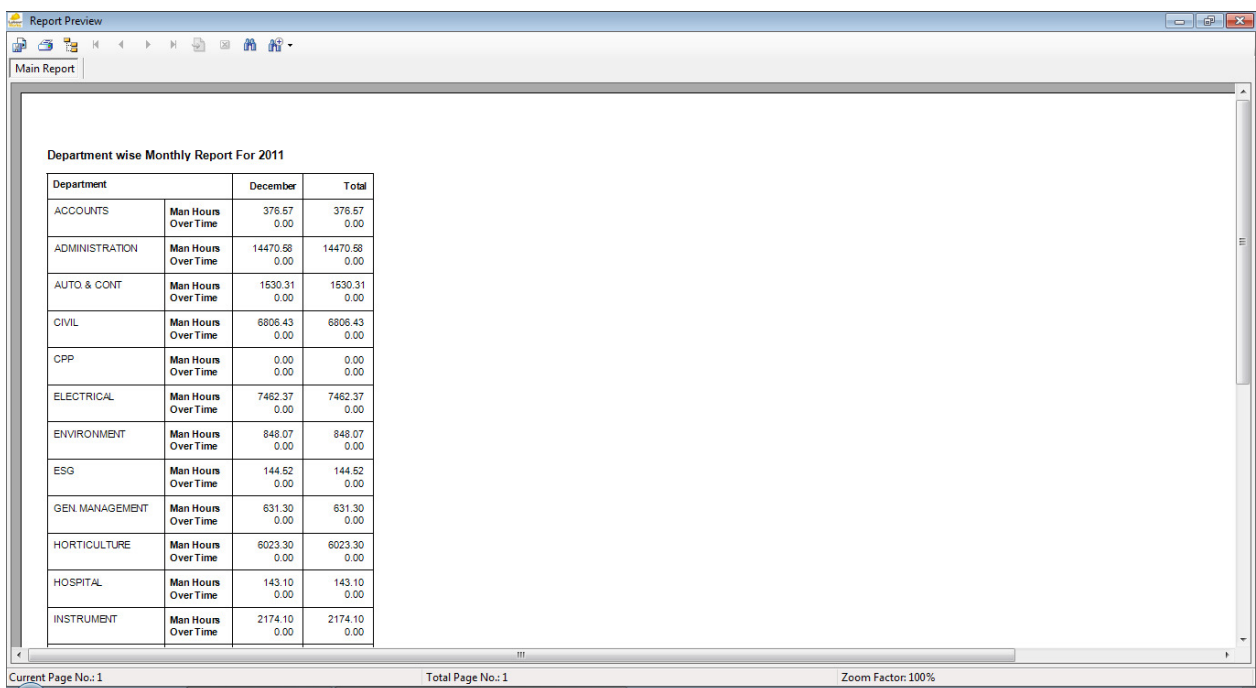
Department Wise Mandays and OT

This report will display department wise Manday and OT for selected period.

This report will be monthly/quarterly/yearly or for specific date.



Department - Select the department
 Date wise - Displays the report date wise
 Monthly - Displays the report for selected month
 Quarterly - Displays the report for quarterly
 Yearly - Displays the report for selected year.



Department	Man Hours	Over Time	December	Total
ACCOUNTS	376.57	0.00	376.57	376.57
ADMINISTRATION	14470.58	0.00	14470.58	14470.58
AUTO & CONT	1530.31	0.00	1530.31	1530.31
CIVIL	6806.43	0.00	6806.43	6806.43
CPP	0.00	0.00	0.00	0.00
ELECTRICAL	7462.37	0.00	7462.37	7462.37
ENVIRONMENT	848.07	0.00	848.07	848.07
ESG	144.52	0.00	144.52	144.52
GEN MANAGEMENT	631.30	0.00	631.30	631.30
HORTICULTURE	6023.30	0.00	6023.30	6023.30
HOSPITAL	143.10	0.00	143.10	143.10
INSTRUMENT	2174.10	0.00	2174.10	2174.10

After generating report it will display

Department Name
 Man Hrs and OT
 Month
 Total

Contractor wise Manday and OT

This report will display contractor wise Manday and OT



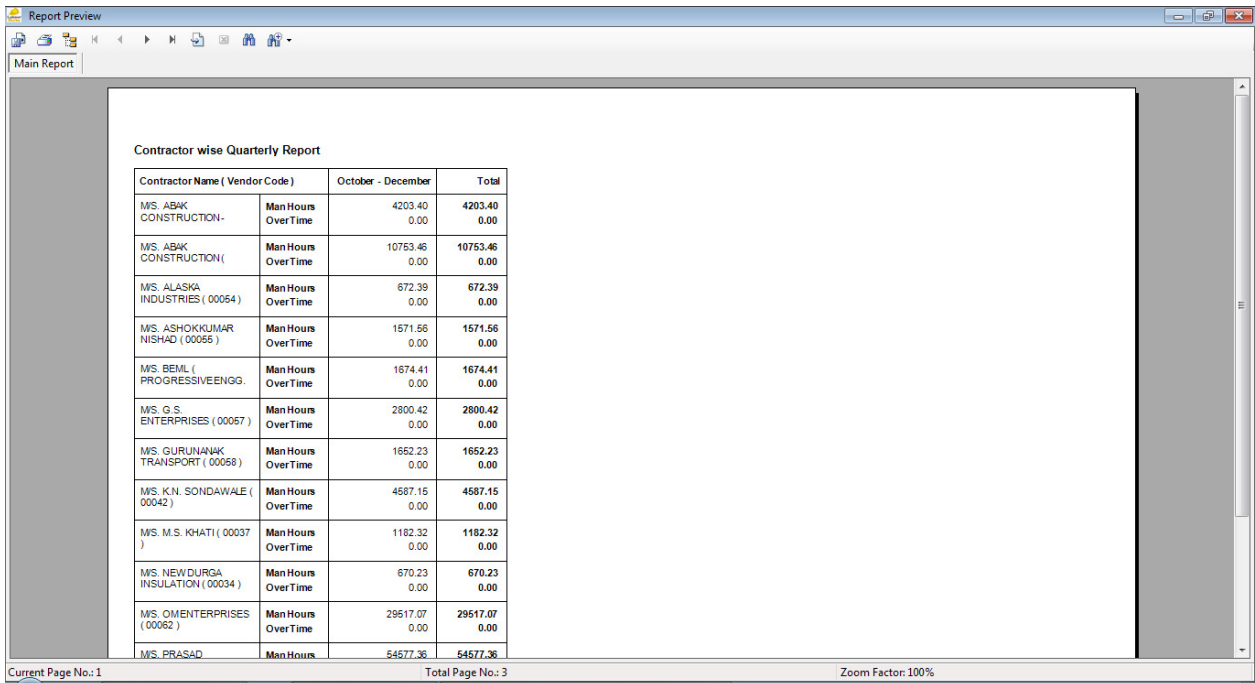
Department - Select the department

Date wise - Displays the report date wise

Monthly - Displays the report for selected month

Quarterly - Displays the report for quarterly

Yearly- Displays the report for selected year.



Contractor Name (Vendor Code)		October - December	Total
M/S. ABAK CONSTRUCTION-	Man Hours Over Time	4203.40 0.00	4203.40 0.00
M/S. ABAK CONSTRUCTION(	Man Hours Over Time	10753.46 0.00	10753.46 0.00
M/S. ALASKA INDUSTRIES (00054)	Man Hours Over Time	672.39 0.00	672.39 0.00
M/S. ASHOKKUMAR NISHAD (00055)	Man Hours Over Time	1571.56 0.00	1571.56 0.00
M/S. BEML (PROGRESSIVEENGG.	Man Hours Over Time	1674.41 0.00	1674.41 0.00
M/S. G.S. ENTERPRISES (00057)	Man Hours Over Time	2800.42 0.00	2800.42 0.00
M/S. GURUNANAK TRANSPORT (00058)	Man Hours Over Time	1652.23 0.00	1652.23 0.00
M/S. K.N. SONDAWALE (00042)	Man Hours Over Time	4587.15 0.00	4587.15 0.00
M/S. M.S. KHATI (00037)	Man Hours Over Time	1182.32 0.00	1182.32 0.00
M/S. NEWDURGA INSULATION (00034)	Man Hours Over Time	670.23 0.00	670.23 0.00
M/S. OMENTERPRISES (00062)	Man Hours Over Time	29517.07 0.00	29517.07 0.00
M/S. PRASAD	Man Hours	54577.36	54577.36

After generating the report it will display

Contractor Name and vendor code

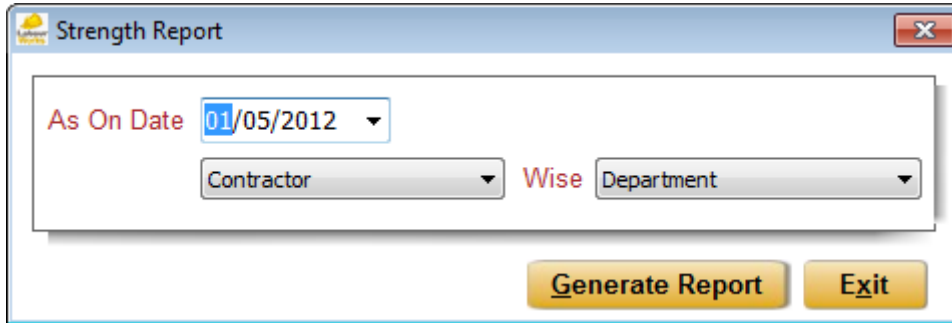
Man Hrs and OT

Month

Total

Daily Strength Report

This report will show strength report with different combination for selected date.

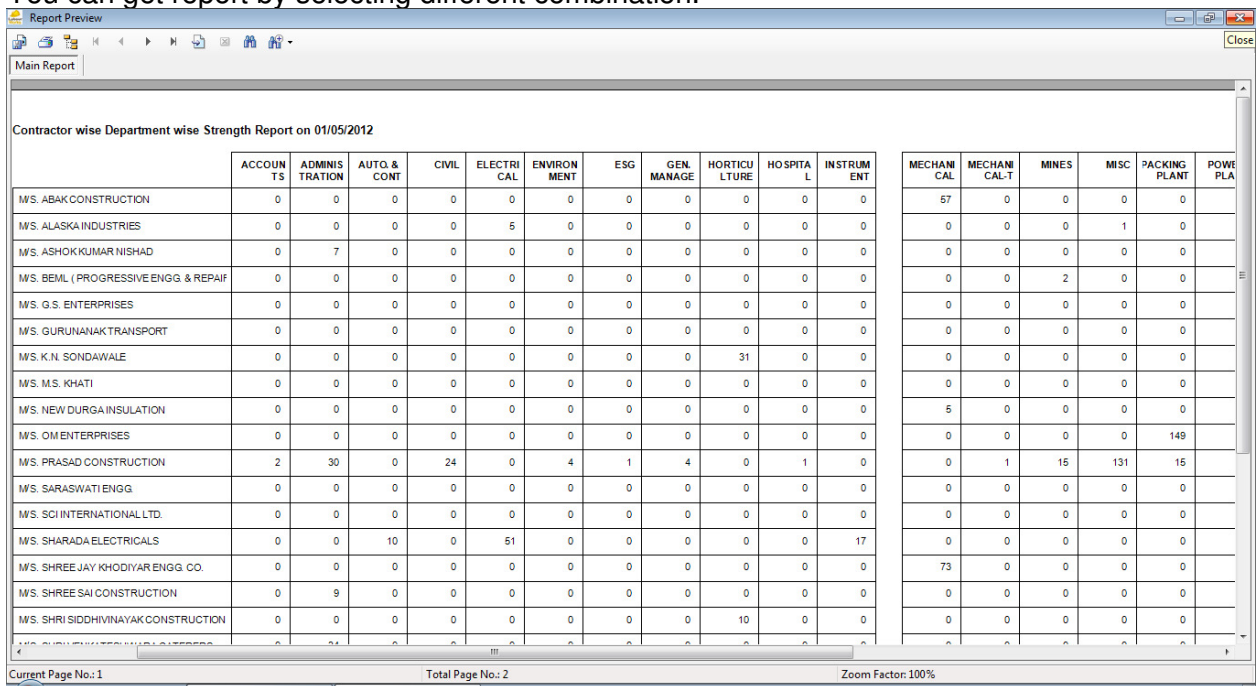


Strength Report

As On Date

Contractor Wise Department

Select option form the list it will generate report according to selected option. You can get report by selecting different combination.



Report Preview

Main Report

Contractor wise Department wise Strength Report on 01/05/2012

	ACCOUNTS	ADMINISTRATION	AUTO. & CONT.	CIVIL	ELECTRICAL	ENVIRONMENT	ESG	GEN. MANAGE.	HORTICULTURE	HOSPITAL	INSTRUMENT	MECHANICAL	MECHANICAL-T	MINES	MISC	PACKING PLANT	POWER PLANT
M/S. ABAK CONSTRUCTION	0	0	0	0	0	0	0	0	0	0	0	57	0	0	0	0	
M/S. ALASKA INDUSTRIES	0	0	0	0	5	0	0	0	0	0	0	0	0	0	1	0	
M/S. ASHOK KUMAR NISHAD	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M/S. BEML (PROGRESSIVE ENGG. & REPAIR)	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	
M/S. G.S. ENTERPRISES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M/S. GURUNANAK TRANSPORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M/S. K.N. SONDAWALE	0	0	0	0	0	0	0	0	31	0	0	0	0	0	0	0	
M/S. M.S. KHATI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M/S. NEW DURGA INSULATION	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	
M/S. OM ENTERPRISES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	149	
M/S. PRASAD CONSTRUCTION	2	30	0	24	0	4	1	4	0	1	0	0	1	15	131	15	
M/S. SARASWATI ENGG.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M/S. SCI INTERNATIONAL LTD.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M/S. SHARADA ELECTRICALS	0	0	10	0	51	0	0	0	0	0	17	0	0	0	0	0	
M/S. SHREE JAY KHODIYARE ENGG. CO.	0	0	0	0	0	0	0	0	0	0	0	73	0	0	0	0	
M/S. SHREE SAI CONSTRUCTION	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M/S. SHRI SIDDHIVINAYAK CONSTRUCTION	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	

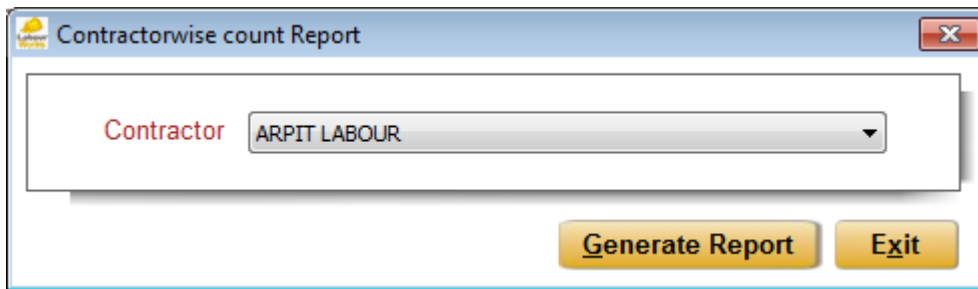
Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

If you select the option contractor and department, then report will generate details contractorwise and department wise strength.

Stastics

Contractor wise count report

This report will display contractorwise card count.

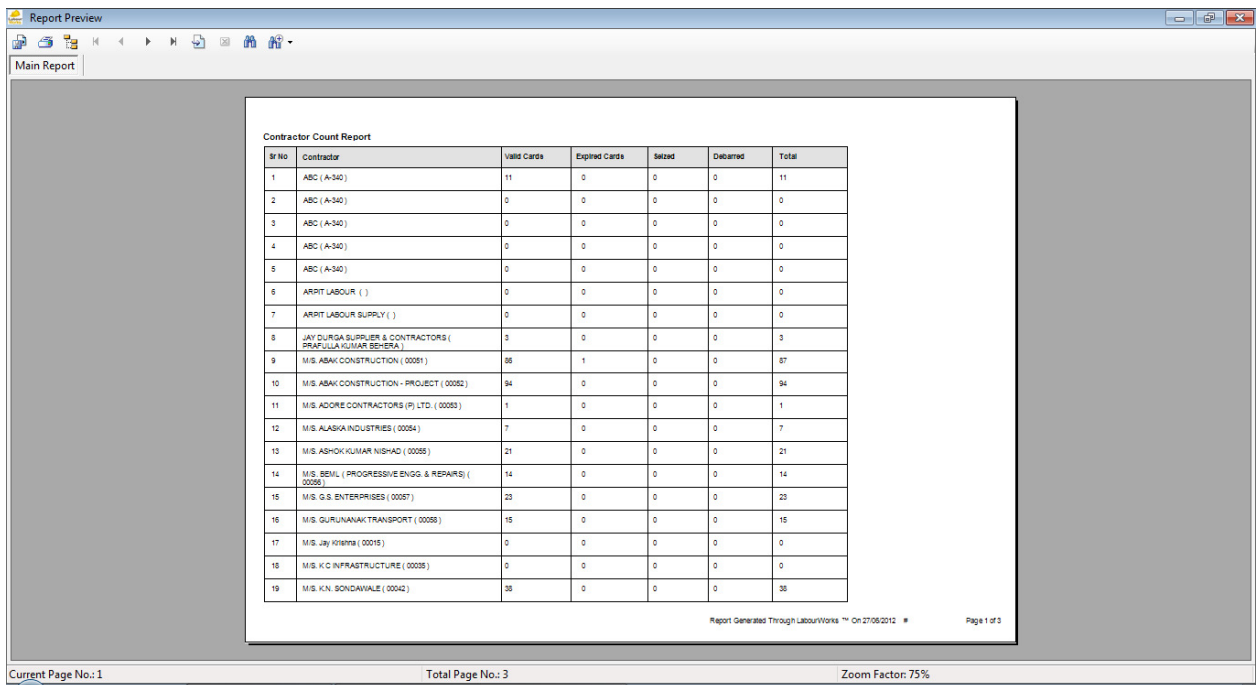


Contractorwise count Report

Contractor: ARPIT LABOUR

Generate Report Exit

Select contractor name and generate the report.



Report Preview

Main Report

Contractor Count Report

Sr No	Contractor	Valid Cards	Expired Cards	Seized	Debarred	Total
1	ABC (A-340)	11	0	0	0	11
2	ABC (A-340)	0	0	0	0	0
3	ABC (A-340)	0	0	0	0	0
4	ABC (A-340)	0	0	0	0	0
5	ABC (A-340)	0	0	0	0	0
6	ARPIT LABOUR ()	0	0	0	0	0
7	ARPIT LABOUR SUPPLY ()	0	0	0	0	0
8	JAY DURGA SUPPLIER & CONTRACTORS (PRAFULLA KUMAR BEHERA)	3	0	0	0	3
9	M/S. ABAY CONSTRUCTION (00081)	88	1	0	0	87
10	M/S. ABAY CONSTRUCTION - PROJECT (00082)	94	0	0	0	94
11	M/S. ADONE CONTRACTORS (P) LTD. (00083)	1	0	0	0	1
12	M/S. ALASKA INDUSTRIES (00084)	7	0	0	0	7
13	M/S. ASHOK KUMAR NISHAD (00085)	21	0	0	0	21
14	M/S. BOMIL (PROGRESSIVE ENGG & REPAIRS) (00086)	14	0	0	0	14
15	M/S. G.S. ENTERPRISES (00087)	23	0	0	0	23
16	M/S. GURUNANAK TRANSPORT (00088)	15	0	0	0	15
17	M/S. Jay Kishore (00018)	0	0	0	0	0
18	M/S. K.C. INFRASTRUCTURE (00089)	0	0	0	0	0
19	M/S. K.N. SONDAWALE (00042)	35	0	0	0	35

Report Generated Through LabourWorks™ On 27/08/2012 Page 1 of 3

Current Page No.: 1 Total Page No.: 3 Zoom Factor: 75%

After generating report it will show

Contractor Name
Valid Cards
Expired Cards
Seized Cards
Total

Work Order Type Variance Report-

This report will display department wise work order type wise variance against approved man power.



WorkOrder Type Variance

From Date 28/05/2012 To Date 27/06/2012

Department SAFETY

Generate Report Exit

Report Preview

Main Report

Departmentwise Worker Type Report From 01/05/2012 To 15/06/2012

Department: ACCOUNTS
Approved Man Pow: 0.00

S. No	Work order Type	Count
1	Not Defined	0.00
2	on demand	2.00
Total		5.00

Variance : -5.00

Department: ADMINISTRATION
Approved Man Pow: 0.00

S. No	Work order Type	Count
1	Not Defined	116.00
Total		116.00

Variance : -116.00

Department: AUTO. & CONT
Approved Man Pow: 0.00

S. No	Work order Type	Count
1	Not Defined	11.00
Total		11.00

Variance : -11.00

Department: CIVIL
Approved Man Pow: 0.00

S. No	Work order Type	Count
1	Not Defined	92.00
Total		92.00

Current Page No: 1

Total Page No: 5

Zoom Factor: 75%

It shows

Department	Approved Man Power	Work Order Type	Count	Variance

Master Statistics Report

This report will master stastics report

Contractor Wise - If you select this option report will generate contractor wise for selected option.

Workskill-wise - Displays workskill wise report for selected option.

Department wise - Displays report department wise for selected option.


Master Statistics Report
✕

☐ Contractor-wise
 ☒ Workskill-wise
 ☐ Department-wise

State ▼

Generate Report

Exit

Report Preview

Main Report

Contractor-wise State Report

	BIHAR	JHARKA ND	M.P.	MAHARA SHTRA	Not Defined	ORRISA	U.P.	WEST BENGAL	Total
ABC	0	0	0	0	11	0	0	0	11
JAY DURGA SUPPLIER & CONTRACTORS	0	0	0	0	3	0	0	0	3
M/S. ABAK CONSTRUCTION	0	0	0	0	87	0	0	0	87
M/S. ABAK CONSTRUCTION- PROJECT	6	2	0	6	80	0	0	0	94
M/S. ADORE CONTRACTORS (P) LTD.	0	0	0	0	1	0	0	0	1
M/S. ALASKA INDUSTRIES	0	0	0	0	7	0	0	0	7
M/S. ASHOK KUMARNISHAD	0	0	0	5	15	0	1	0	21
M/S. BEML (PROGRESSIVE ENGG & REPAIRS)	0	0	0	0	14	0	0	0	14
M/S. G.S. ENTERPRISES	0	0	0	0	23	0	0	0	23
M/S. GURUNAK TRANSPORT	0	0	0	3	12	0	0	0	15
M/S. K.N. SONDAWALE	0	0	0	0	38	0	0	0	38
M/S. M.S. KHATI	0	0	0	0	8	0	0	0	8
M/S. NEW DURGA INSULATION	0	0	0	0	7	0	0	0	7
M/S. OM ENTERPRISES	0	0	0	0	262	0	0	0	262
M/S. PRASAD CONSTRUCTION	0	0	0	0	443	0	0	0	443
M/S. PRINCE THERMAL (INDIA) PVT. LTD.	0	0	0	0	16	0	0	0	16
M/S. SANWARMAL JANGID	0	0	0	0	1	0	0	0	1
M/S. SARASWATI ENGG.	0	0	0	0	28	0	0	0	28

Current Page No.: 1

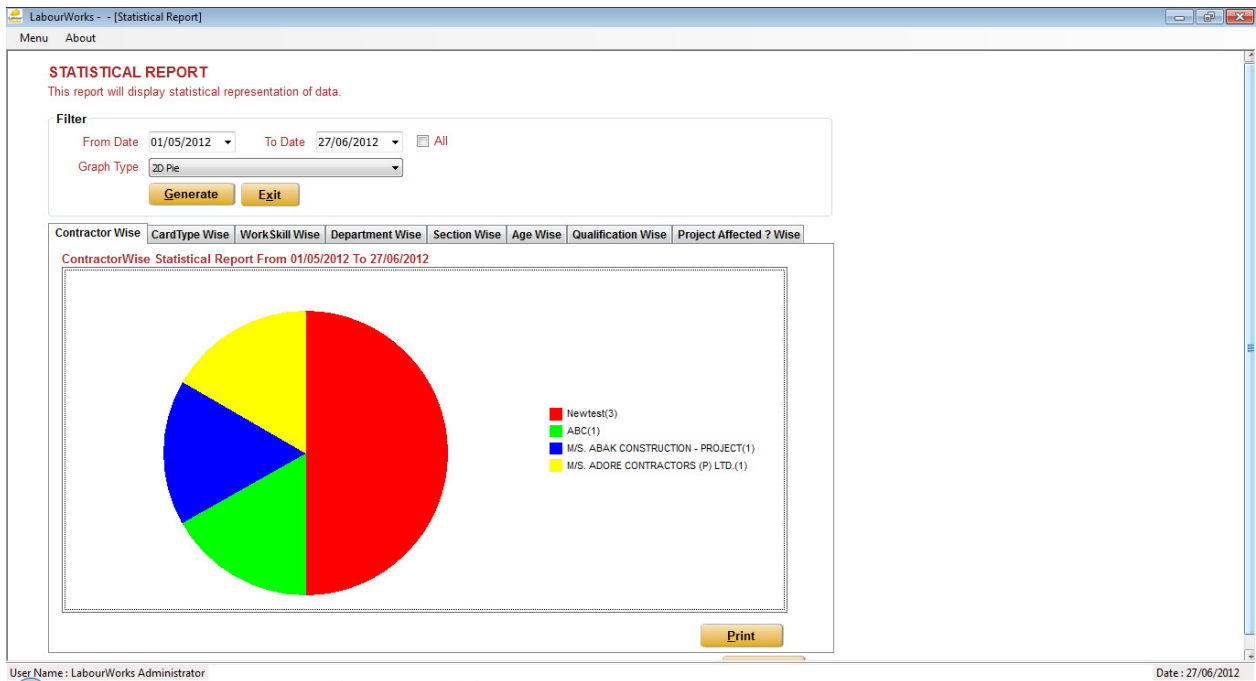
Total Page No.: 2

Zoom Factor: 100%

If you select contractor wise state option, it will display contractor name and state wise count.

Statistical Report

This report will display contractorwise statistical representation of data for selected period.



To get the report select the date.

Graph Type- Select graph type report will display in selected format.

You can get the report

Contractor wise

Card Type wise

Work Skill wise

Department wise

Section wise

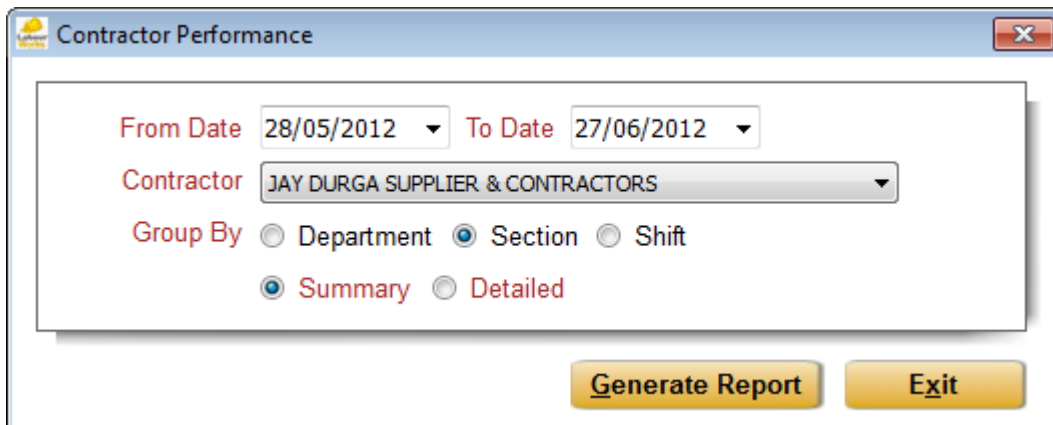
Age wise

Qualification wise

Project affected

Contrator Performance

This report will display department wise contractor performance for selected period.



The screenshot shows a window titled "Contractor Performance" with a close button (X) in the top right corner. Inside the window, there are several input fields and radio buttons. The "From Date" field is set to "28/05/2012" and the "To Date" field is set to "27/06/2012". The "Contractor" field is a dropdown menu showing "JAY DURGA SUPPLIER & CONTRACTORS". The "Group By" section has four radio buttons: "Department", "Section", "Shift", and "Summary". The "Section" radio button is selected. Below these, there are two more radio buttons: "Summary" and "Detailed". The "Summary" radio button is selected. At the bottom right of the window, there are two buttons: "Generate Report" and "Exit".

TO get the report

From date To Date-Once you select the date the report will generate for selected period only.

Contractor Name- Select contractor name from the list report will generate for selected contractor.

Group By- If you select the option section, then report will generate section wise.

Department- Displays department wise report

Shift- Displays shiftwise report.

Summary- Displays summary report

Detailed- Displays detailed report.

Report Preview

Main Report

Contractor Performance Report From 01/05/2012 To 15/05/2012

M/S. ABAK CONSTRUCTION

	No Of Labours Assigned	Present Labours	Absent Labours	Late Hours	Early Going	Man Hours	OT Hrs.
MECHANICAL	859.00	859.00	0	73.60	52.58	7307.15	11.00

M/S. ALASKA INDUSTRIES

	No Of Labours Assigned	Present Labours	Absent Labours	Late Hours	Early Going	Man Hours	OT Hrs.
ELECTRICAL	59.00	59.00	0	11.57	3.38	453.50	0.00
MISC	3.00	3.00	0	0.35	0.00	26.59	0.00

M/S. ASHOK KUMAR NISHAD

	No Of Labours Assigned	Present Labours	Absent Labours	Late Hours	Early Going	Man Hours	OT Hrs.
ADMINISTRATION	100.00	100.00	0	2.30	0.00	1013.40	0.00

M/S. BEML (PROGRESSIVE ENGG. & REPAIRS)

	No Of Labours Assigned	Present Labours	Absent Labours	Late Hours	Early Going	Man Hours	OT Hrs.
MINES	130.00	130.00	0	19.42	14.63	1041.20	0.00

M/S. G. S. ENTERPRISES

	No Of Labours Assigned	Present Labours	Absent Labours	Late Hours	Early Going	Man Hours	OT Hrs.
STORES	248.00	248.00	0	45.52	51.92	2085.30	0.00

M/S. GURUNAK TRANSPORT

	No Of Labours Assigned	Present Labours	Absent Labours	Late Hours	Early Going	Man Hours	OT Hrs.
PRODUCTION	129.00	129.00	0	11.65	47.42	1008.00	15.00

Report Generated Through LabourWorks™ On 27/05/2012 # Page 1 of 6

Current Page No.: 1 Total Page No.: 6 Zoom Factor: 75%

Report will display

Contractor Name
No. of labours assigned
Present Labours
Absent Labours
Late Hrs
Early Going
Late going
Man Hrs
Ot Hrs

Compliance

Principal Employer compliance report

This report will show compliance report of principal employer with All compliances, non compliance, Dormant compliance option for selected period.



Principal Employer Compliance Report

From Date: 27/05/2012 To Date: 26/06/2012

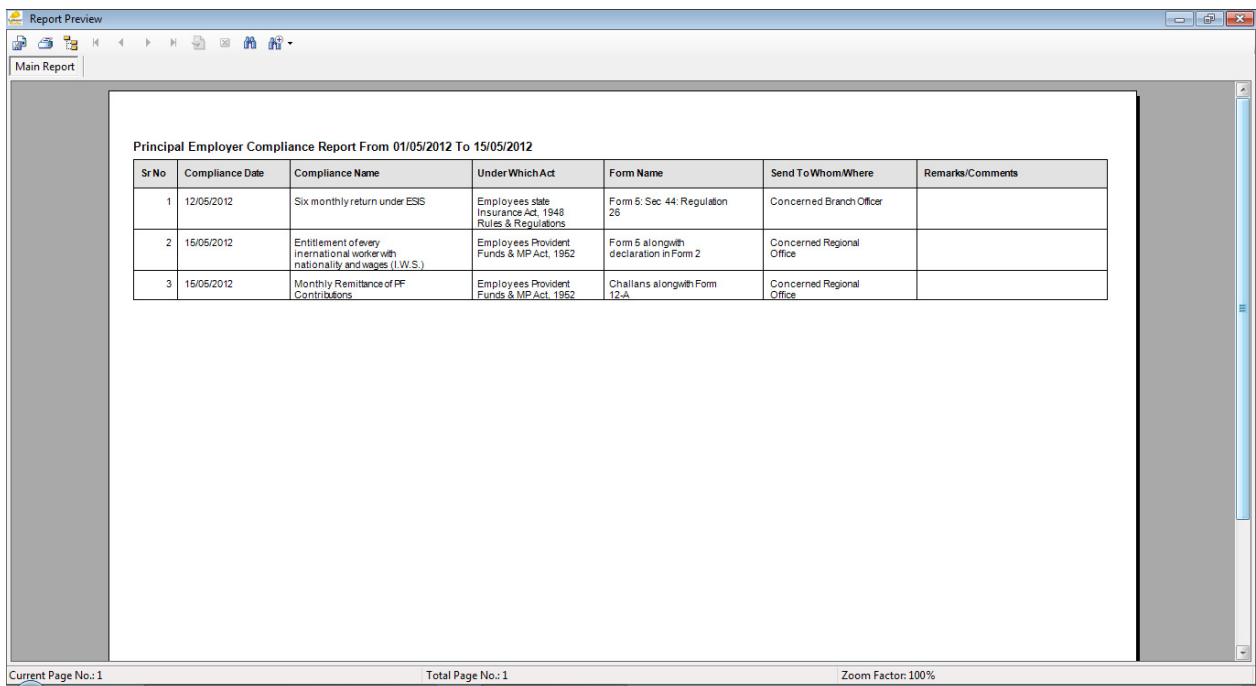
Event Name: Annual information about factory/establishment under Labour

☒ All Compliances
 ☐ Non-Compliances
 ☐ Dormant Compliances

Generate Report
 Exit

To generate the report select the date

Event Name Select the event name from given list.



Report Preview

Main Report

Principal Employer Compliance Report From 01/05/2012 To 15/05/2012

Sr No	Compliance Date	Compliance Name	Under Which Act	Form Name	Send To Whom/Where	Remarks/Comments
1	12/05/2012	Six monthly return under ESS	Employees state Insurance Act, 1948 Rules & Regulations	Form 5, Sec 44, Regulation 26	Concerned Branch Officer	
2	15/05/2012	Entitlement of every international worker with nationality and wages (I.W.S.)	Employees Provident Funds & MP Act, 1952	Form 5 alongwith declaration in Form 2	Concerned Regional Office	
3	15/05/2012	Monthly Remittance of PF Contributions	Employees Provident Funds & MP Act, 1952	Challans alongwith Form 12-A	Concerned Regional Office	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

This report will show

Compliance Date
 Compliance Name
 Under which act
 Form Name
 Send to whom
 Remarks

Contractor Compliance Report

This report will show compliance report of contractor with All compliances, non compliance, Dormant compliance option for selected period.



Contractor Compliance Report

From Date: 28/05/2012 To Date: 27/06/2012

Event Name: Half yearly return under Labour Law

Contractor: M/S. SCI INTERNATIONAL LTD.

☒ All Compliances
 ☐ Non-Compliances
 ☐ Dormant Compliances

Generate Report
 Exit

To generate the report select the date

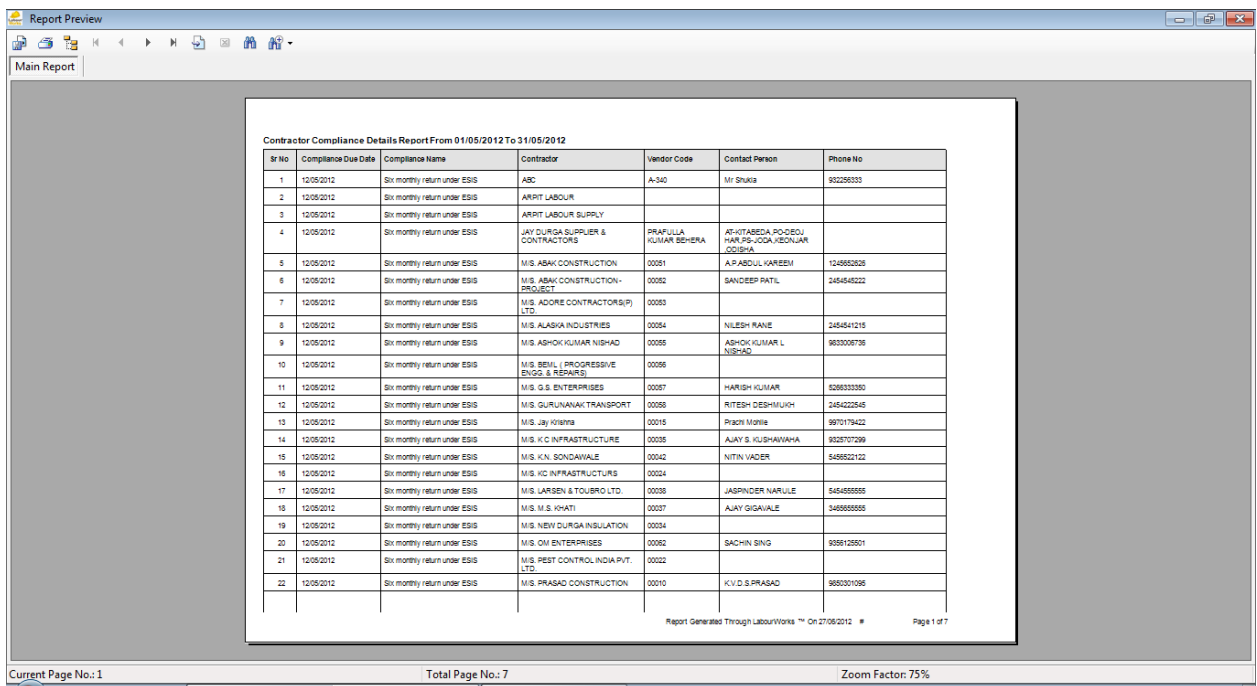
Event Name Select the event name from given list.

Contractor Name - select contractor name from the list.

All Compliance - Displays all compliances

Non Compliances - Displays non compliances

Dormant Compliance - Displays dormant compliances



Contractor Compliance Details Report From 01/05/2012 To 31/05/2012

Sr No	Compliance Due Date	Compliance Name	Contractor	Vendor Code	Contact Person	Phone No
1	12/05/2012	Six monthly return under ESS	ABC	A-340	Mr Shuka	90226030
2	12/05/2012	Six monthly return under ESS	ARRT LABOUR			
3	12/05/2012	Six monthly return under ESS	ARRT LABOUR SUPPLY			
4	12/05/2012	Six monthly return under ESS	JAY DURGA SUPPLIER & CONTRACTORS	PRAFULLA KUMAR BEDIYA	AT-407ABEDA PO-BEDU JAWARSI-JODKAN/VEDANAR JODISHA	
5	12/05/2012	Six monthly return under ESS	M/S. ASAK CONSTRUCTION	00091	A.P.ABDUL KAREEM	1249652628
6	12/05/2012	Six monthly return under ESS	M/S. ASAK CONSTRUCTION - PROJECT	00092	SANDEEP RATIL	245484022
7	12/05/2012	Six monthly return under ESS	M/S. ADORE CONTRACTORS(P) LTD.	00093		
8	12/05/2012	Six monthly return under ESS	M/S. ALASKA INDUSTRIES	00094	NILESH RANE	2454841215
9	12/05/2012	Six monthly return under ESS	M/S. ASHOK KUMAR NISHAD	00095	ASHOK KUMAR L NISHAD	9033098736
10	12/05/2012	Six monthly return under ESS	M/S. BEHL (PROGRESSIVE ENGG. & REPAIRS)	00096		
11	12/05/2012	Six monthly return under ESS	M/S. G.S. ENTERPRISES	00097	HARISH KUMAR	9286333380
12	12/05/2012	Six monthly return under ESS	M/S. GURUNANAK TRANSPORT	00098	RITESH DESHMUKH	2454222545
13	12/05/2012	Six monthly return under ESS	M/S. Jay Kishna	00015	Prachi Morla	9970179422
14	12/05/2012	Six monthly return under ESS	M/S. K.C INFRASTRUCTURE	00036	AJAY S. KUSHAWAHA	9328707299
15	12/05/2012	Six monthly return under ESS	M/S. K.N. SONDAWALE	00042	NITIN VADER	5458521122
16	12/05/2012	Six monthly return under ESS	M/S. KC INFRASTRUCTURE	00044		
17	12/05/2012	Six monthly return under ESS	M/S. LARSEN & TOUBRO LTD.	00038	JASPINDER NARULE	5454555555
18	12/05/2012	Six monthly return under ESS	M/S. M. S. KHATI	00037	AJAY GIGAWALE	3455555555
19	12/05/2012	Six monthly return under ESS	M/S. NEW DURGA INSULATION	00034		
20	12/05/2012	Six monthly return under ESS	M/S. OM ENTERPRISES	00052	SACHIN SING	9398125501
21	12/05/2012	Six monthly return under ESS	M/S. PEST CONTROL INDIA PVT. LTD.	00022		
22	12/05/2012	Six monthly return under ESS	M/S. PRASAD CONSTRUCTION	00010	K.V.D.S.PRASAD	9550301096

Report Generated Through LabourWorks™ On 27/05/2012 # Page 1 of 7

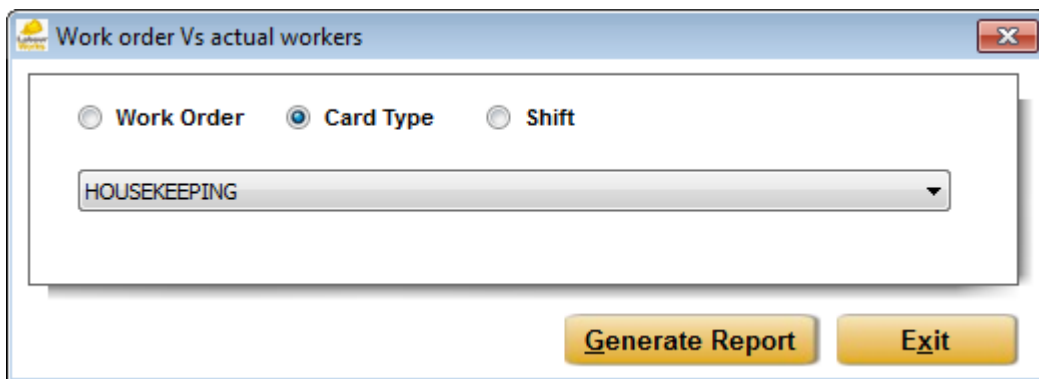
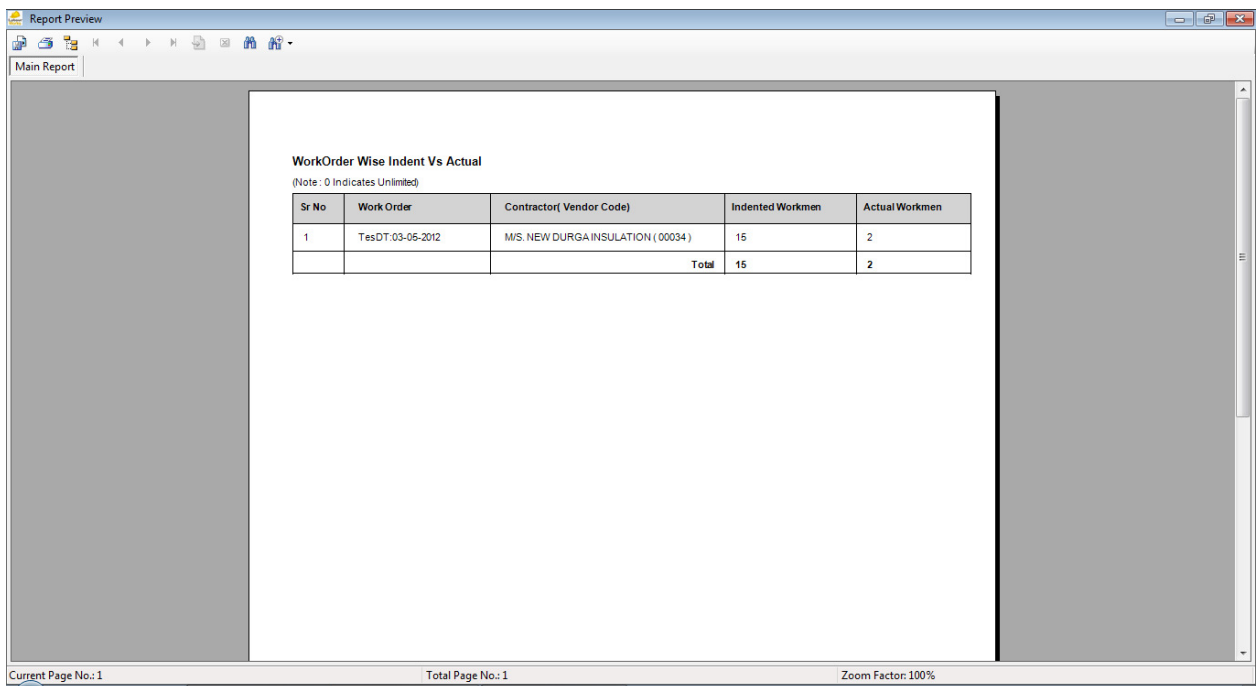
Current Page No.: 1 Total Page No.: 7 Zoom Factor: 75%

After generating report it will display

Compliance Due Date
Compliance Name
Contractor
Vendor Code
Contact Person
Phone No

Work Order Vs Actual WorkOrder

This report will show work order wise, card type wise, shift wise indented workmen and actual workmen against respective work order type, card type and shifts

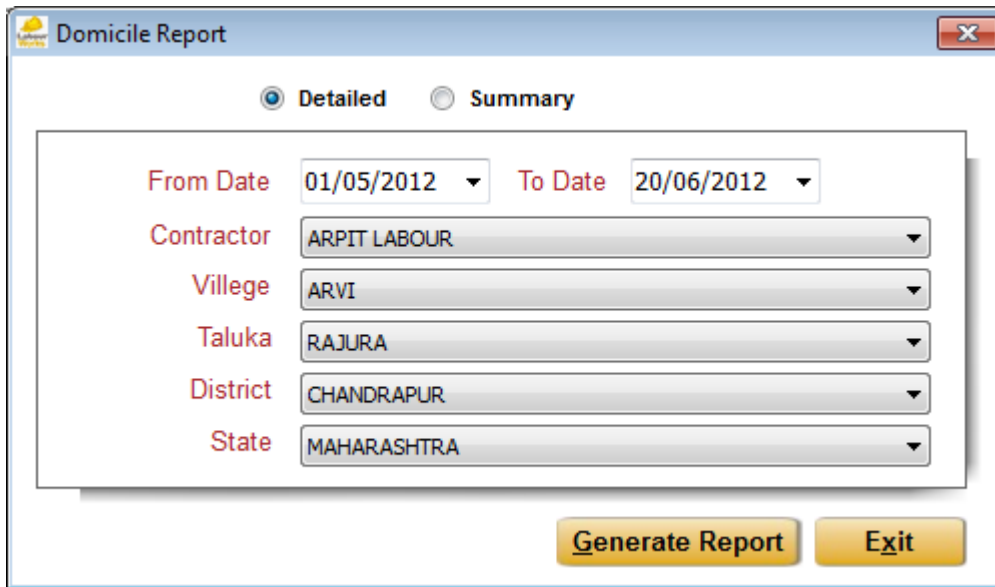
WorkOrder Wise Indent Vs Actual
(Note : 0 Indicates Unlimited)

Sr No	Work Order	Contractor(Vendor Code)	Indented Workmen	Actual Workmen
1	TesDT:03-05-2012	M/S. NEW DURGA INSULATION (00034)	15	2
		Total	15	2

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Report will show indented workmen and actual workmen

Domicile report



The screenshot shows a software window titled "Domicile Report". At the top, there are two radio buttons: "Detailed" (which is selected) and "Summary". Below this, there is a form with several fields: "From Date" with a dropdown menu showing "01/05/2012", "To Date" with a dropdown menu showing "20/06/2012", "Contractor" with a dropdown menu showing "ARPIT LABOUR", "Village" with a dropdown menu showing "ARVI", "Taluka" with a dropdown menu showing "RAJURA", "District" with a dropdown menu showing "CHANDRAPUR", and "State" with a dropdown menu showing "MAHARASHTRA". At the bottom right of the window, there are two buttons: "Generate Report" and "Exit".

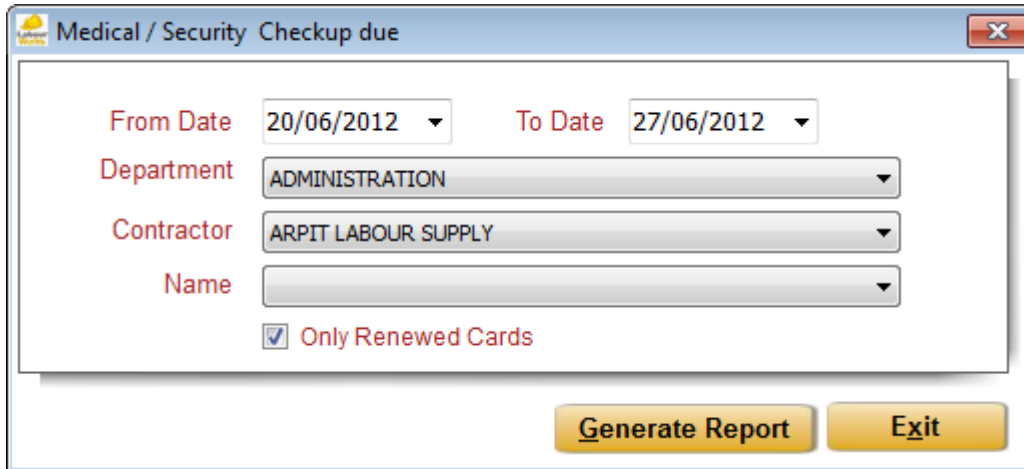
This report will display detailed or summary report of workmen.

The report will be contractor wise,village,taluka,district and state wise for selected period.

After generating report it shows
Contractor Name with vendor code
Workmen
Nature of job
Valid upto date
Village
Taluka
District
State

Medical /Security checkup due

This report will display record details of pre medical report security training,background check.

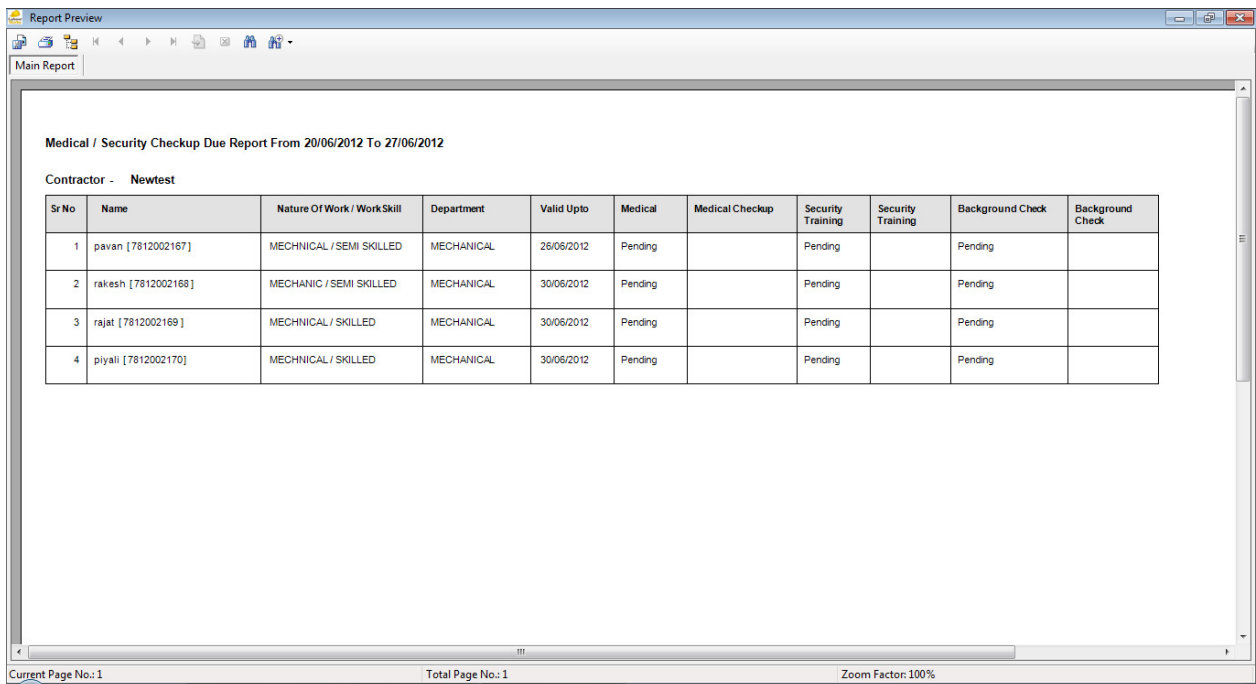


Date - Select date

Department - Select department from the list.

Contractor - Select contractor name

If you select Only Renewed Cards, the report will generate for renewed cards only otherwise report will generate for all cards.



Sr No	Name	Nature Of Work / WorkSkill	Department	Valid Upto	Medical	Medical Checkup	Security Training	Security Training	Background Check	Background Check
1	pavan [7812002167]	MECHANICAL / SEMI SKILLED	MECHANICAL	26/06/2012	Pending		Pending		Pending	
2	rakesh [7812002168]	MECHANIC / SEMI SKILLED	MECHANICAL	30/06/2012	Pending		Pending		Pending	
3	rajat [7812002169]	MECHANICAL / SKILLED	MECHANICAL	30/06/2012	Pending		Pending		Pending	
4	piyali [7812002170]	MECHANICAL / SKILLED	MECHANICAL	30/06/2012	Pending		Pending		Pending	

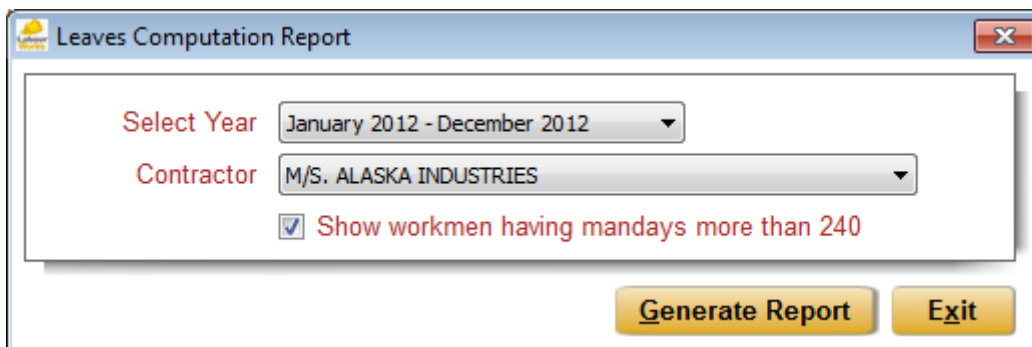
This report shows

Name of workmen
Nature of work
Department
Validity
Medical
Medical Checkup
Security Training
Background Check

Leaves, Bonus and Gratuity

Leaves Computation Report

This report shows leaves calculated for selected year.

A screenshot of a software dialog box titled "Leaves Computation Report". It contains two dropdown menus: "Select Year" with the value "January 2012 - December 2012" and "Contractor" with the value "M/S. ALASKA INDUSTRIES". Below these is a checked checkbox labeled "Show workmen having mandays more than 240". At the bottom right are two buttons: "Generate Report" and "Exit".

Select Year January 2012 - December 2012

Contractor M/S. ALASKA INDUSTRIES

☒ Show workmen having mandays more than 240

Generate Report Exit

Select year - The report will generate for selected year.

Contractor Name - Select Contractor Name

Show workmen having mandays more than 240- If you uncheck this button report will generate for all workmen leaves details of selected contractor.

Report Preview

Main Report

Leave Computation Report For January 2012 - December 2012

Sr No	Contractor Name (Vendor Code)	Workmen	Man-days During year A	Weekly Off B	Leaves C	Holidays D	Absent E	Total Days A-B-C+D+E	Next Year Leaves A / 20
1	M/S. ABAK CONSTRUCTION (00051)	AMARDEV SHARMA [8596000523]	74.50	45	0	7	235.50	355	5.00
2	M/S. ABAK CONSTRUCTION (00051)	AMARNATH S MATTE [8596000511]	159.00	16	1	6	173.00	355	5.00
3	M/S. ABAK CONSTRUCTION (00051)	ASHOK D GULJARWAR [8596000930]	154.00	32	0	8	171.00	355	7.00
4	M/S. ABAK CONSTRUCTION (00051)	ASHOK SONWANE [8596000524]	192.00	20	0	6	147.00	355	9.00
5	M/S. ABAK CONSTRUCTION (00051)	AVADESH KUMAR DUBEY [8596000952]	224.00	11	0	6	124.00	355	11.00
6	M/S. ABAK CONSTRUCTION (00051)	AYYAGARI SUCHAKAR [8596000326]	205.00	47	0	8	104.00	355	10.00
7	M/S. ABAK CONSTRUCTION (00051)	BABURAO M SIDAM [8596000535]	35.00	47	0	7	273.00	355	1.00
8	M/S. ABAK CONSTRUCTION (00051)	BALAJI A RANCHANE [8596001527]	152.00	23	0	7	173.00	355	5.00
9	M/S. ABAK CONSTRUCTION (00051)	BALLU M MATTE [8596000529]	194.00	13	0	6	152.00	355	9.00
10	M/S. ABAK CONSTRUCTION (00051)	BANDU MOON [8596001254]	150.00	32	0	7	175.00	355	7.00
11	M/S. ABAK CONSTRUCTION (00051)	BHASKAR M CHOUDHARY [8596001012]	134.00	25	0	6	200.00	355	6.00
12	M/S. ABAK CONSTRUCTION (00051)	BHIM SINGH [8596000535]	174.00	12	0	6	173.00	355	5.00
13	M/S. ABAK CONSTRUCTION (00051)	CHANDRASHAN M DURATKAR [8596001403]	195.00	21	0	6	142.00	355	9.00
14	M/S. ABAK CONSTRUCTION (00051)	CHANDRASHANKAR THAKUR [8596000963]	132.00	34	0	6	195.00	355	6.00
15	M/S. ABAK CONSTRUCTION (00051)	CHANDU A DETTE [8596000535]	154.00	15	0	6	180.00	355	5.00
16	M/S. ABAK CONSTRUCTION (00051)	CHAMAN DAS R THILE [8596000751]	144.00	14	0	6	201.00	355	7.00

Report Generated Through LabourWorks™ On 27/05/2012 # Page 1 of 11

Current Page No.: 1 Total Page No.: 11 Zoom Factor: 75%

After generating report it will display

Contractor Name
Workmen
Man-days during Year
Weekly Off
Leaves
Holidays
Absent
Total Days
Next year leaves

Workmen Bonus Report

This report displays workmen bonus calculated for selected year.

Workmen Bonus Report

Select Year

Contractor

Select Year

Contractor Name - Select Contractor name.

Report Preview

Main Report

Workmen Bonus Report For January 2011 - December 2011

Sr No	Contractor Name	Workmen	Present Days A	Wage Rate B	Annual Wage C = A * B	Bonus Amount C @ 8.33%	Min. Bonus Amount (2000 / 215) * A
1	M/S. SHREE SAI CONSTRUCTION	ALBERT ANTHONY [8596001151]	150.00	150.00	24,000.00	1,999.20	1788.90
2	M/S. SHREE SAI CONSTRUCTION	ANILKISH T PAVIAR [8596001587]	125.00	150.00	18,750.00	1,559.36	1421.04
3	M/S. SHREE SAI CONSTRUCTION	ARIJUN J YADEV [8596001720]	150.00	150.00	24,000.00	1,999.20	1788.90
4	M/S. SHREE SAI CONSTRUCTION	DEVLAL MADHAV [8596001586]	125.00	150.00	18,750.00	1,559.36	1421.04
5	M/S. SHREE SAI CONSTRUCTION	CHANNARAJ S. SHENDRE [8596001717]	576.00	150.00	86,400.00	7,197.12	6439.68
6	M/S. SHREE SAI CONSTRUCTION	CHILURAM SAKU [8596001589]	512.00	120.00	61,440.00	5,117.96	5724.16
7	M/S. SHREE SAI CONSTRUCTION	CHYNOBA MARAPALLE [8596001588]	400.00	150.00	72,000.00	5,997.60	5366.40
8	M/S. SHREE SAI CONSTRUCTION	DNYANESHWAR BIDAM [8596001961]	4.00	0.00	0.00	0.00	44.72
9	M/S. SHREE SAI CONSTRUCTION	GULAB SAKU [8596001719]	150.00	120.00	18,000.00	1,500.00	1350.00
10	M/S. SHREE SAI CONSTRUCTION	KAPIL J. YADEV [8596001790]	150.00	150.00	24,000.00	1,999.20	1788.90
11	M/S. SHREE SAI CONSTRUCTION	LALU YADAV [8596001754]	350.00	120.00	42,000.00	3,500.00	3150.00
12	M/S. SHREE SAI CONSTRUCTION	MAHADEV GHATE [8596001870]	576.00	150.00	86,400.00	7,197.12	6439.68
13	M/S. SHREE SAI CONSTRUCTION	MAHESH KISHORISAGAR [8596001735]	400.00	150.00	72,000.00	5,997.60	5366.40
14	M/S. SHREE SAI CONSTRUCTION	MANGAL MANUPURI [8596001741]	350.00	120.00	42,000.00	3,500.00	3150.00
15	M/S. SHREE SAI CONSTRUCTION	MANOJ ATRAM [8596001585]	320.00	150.00	48,000.00	3,996.00	3597.60
16	M/S. SHREE SAI CONSTRUCTION	NAIDEEV CHITTALVAR [8596001736]	350.00	120.00	42,000.00	3,500.00	3150.00
17	M/S. SHREE SAI CONSTRUCTION	NANDISHOR N. SHIVAR [8596001718]	96.00	150.00	14,400.00	1,199.52	1079.28

Report Generated Through LabourWorks™ On 27/05/2012 Page 1 of 3

Current Page No.: 1 Total Page No.: 3 Zoom Factor: 75%

The report will display
Contractor Name
Workmen
Present Days
annual Wages
Bonus Amount
Min. Bonus Amount

Workmen Gratuity Report

Gratuity is a part of salary that is received by an employee from his/her employer in gratitude for the services offered by the employee in the company.
This report will show workmen gratuity calculated for selected year.

Workmen Gratuity Report

Select Year: January 2012 - December 2012

Contractor: M/S. SARASWATI ENGG.

Generate Report Exit

To get the report, select year and contractor name and generate the report.

Report Preview

Main Report

Workmen Gratuity Report For January 2011 - December 2011

Sr No	Contractor Name	Workmen	Present Days A	Wage Rate B	Gratuity Amount C = B * 15
1	M/S. SARASWATI ENGG.	ABUSAHAN BAGH (8596001111)	528.00	180.00	2,280.00
2	M/S. SARASWATI ENGG.	AJAY SOMANVAR (8596001085)	496.00	200.00	9,920.00
3	M/S. SARASWATI ENGG.	AJINASH BACHAVIWAR (8596001300)	567.00	200.00	3,000.00
4	M/S. SARASWATI ENGG.	BHARAD GANVIAD (8596001096)	496.00	120.00	1,800.00
5	M/S. SARASWATI ENGG.	C.S. SAJIVAN (8596001093)	526.50	200.00	3,000.00
6	M/S. SARASWATI ENGG.	CHANDRA UPARE (8596001087)	512.00	120.00	1,800.00
7	M/S. SARASWATI ENGG.	DILIP URADHYE (8596001098)	696.00	180.00	2,280.00
8	M/S. SARASWATI ENGG.	GAJANAN BURAN (8596001105)	560.00	120.00	1,800.00
9	M/S. SARASWATI ENGG.	GANPAT POUKVAR (8596001104)	592.00	120.00	1,800.00
10	M/S. SARASWATI ENGG.	KISHOR GADGE (8596001109)	550.50	200.00	3,000.00
11	M/S. SARASWATI ENGG.	KISHOR HALARE (8596001112)	557.00	200.00	3,000.00
12	M/S. SARASWATI ENGG.	KISHOR MOHURLE (8596001100)	696.00	180.00	2,280.00
13	M/S. SARASWATI ENGG.	KONDU SATPUTE (8596001192)	416.50	200.00	3,000.00
14	M/S. SARASWATI ENGG.	MACHHAR HATTE (8596001099)	640.00	180.00	2,280.00
15	M/S. SARASWATI ENGG.	MACHHAR TEJAM (8596001108)	592.00	120.00	1,800.00
16	M/S. SARASWATI ENGG.	MAROTI GURNULE (8596001092)	320.00	180.00	2,280.00

Report Generated Through LabourWorks™ On: 27/09/2012 # Page 1 of 2

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 75%

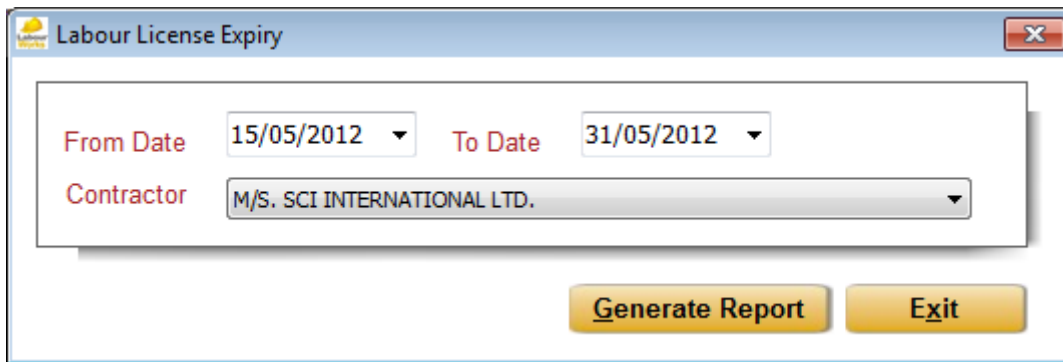
Report shows

Contractor Name
Present Days
Wage Days
Gratuity Amount

License/Policy Expiry

Labour License Expiry Report

Every contractor has its labour license and it has specific validity.
This report will show labour license expiry details for selected date.



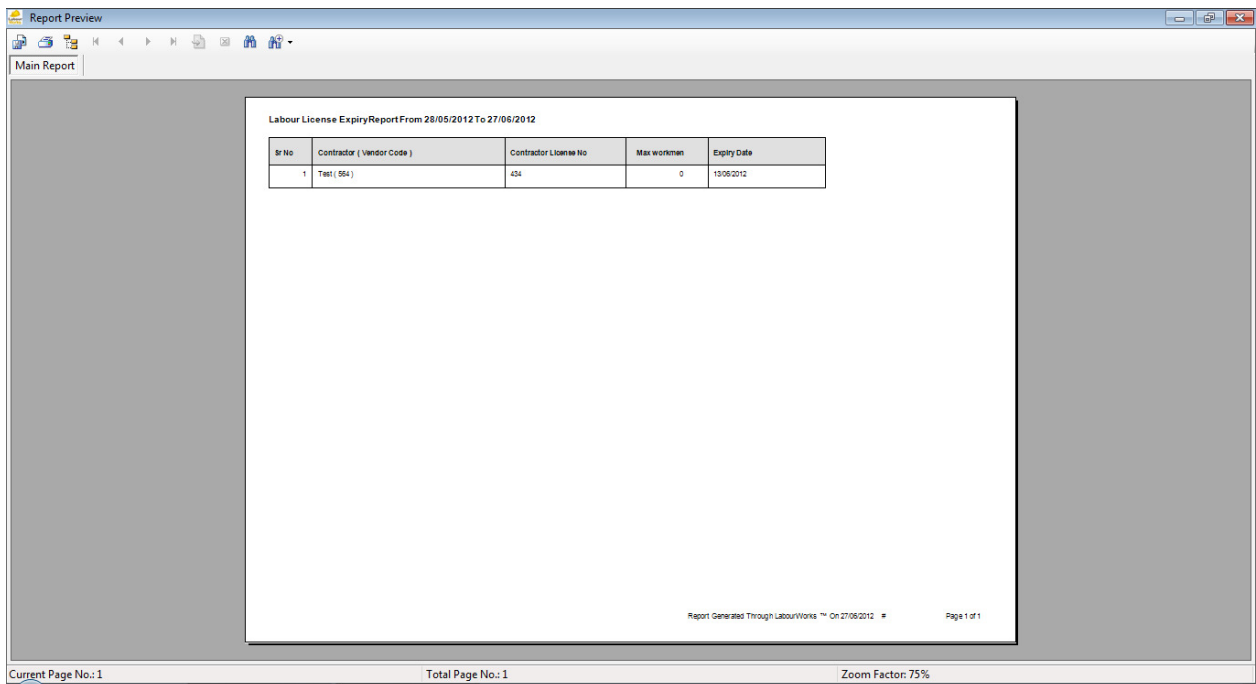
Labour License Expiry

From Date: 15/05/2012 To Date: 31/05/2012

Contractor: M/S. SCI INTERNATIONAL LTD.

Generate Report Exit

To get the report, select year and contractor name and generate the report.



Report Preview

Main Report

Labour License Expiry Report From 28/05/2012 To 27/06/2012

Sr No	Contractor (Vendor Code)	Contractor License No	Max workmen	Expiry Date
1	Test (594)	424	0	15/06/2012

Report Generated Through LabourWorks™ On 27/06/2012 Page 1 of 1

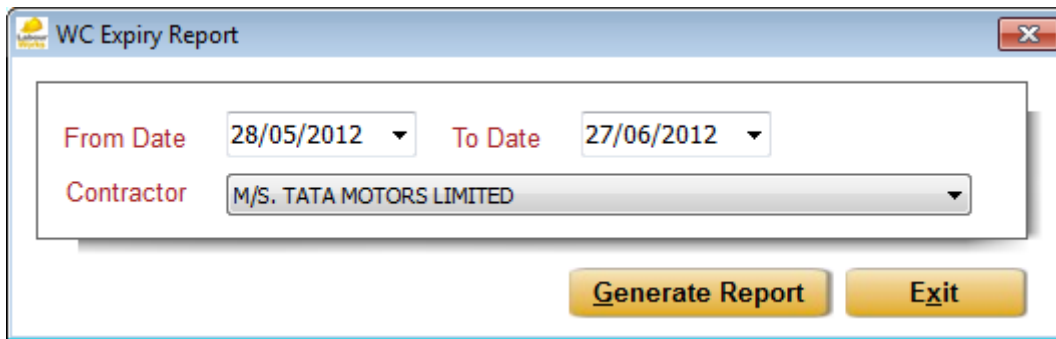
Current Page No.: 1 Total Page No.: 1 Zoom Factor: 75%

Report will display

Contractor Name
Contractor License No
Maximum workmen
Expiry date

Workmen WC Policy Expiry Report

Workmen's Compensation Policy offers monetary compensation to the employees in case of medical emergencies during their employment period. It has specific validity.



The image shows a software dialog box titled "WC Expiry Report". It contains two date selection fields: "From Date" with the value "28/05/2012" and "To Date" with the value "27/06/2012". Below these is a "Contractor" dropdown menu currently showing "M/S. TATA MOTORS LIMITED". At the bottom right of the dialog are two buttons: "Generate Report" and "Exit".

This report will shows workmen WC policy expiry details for selected date.

To get the report, select year and contractor name and generate the report.

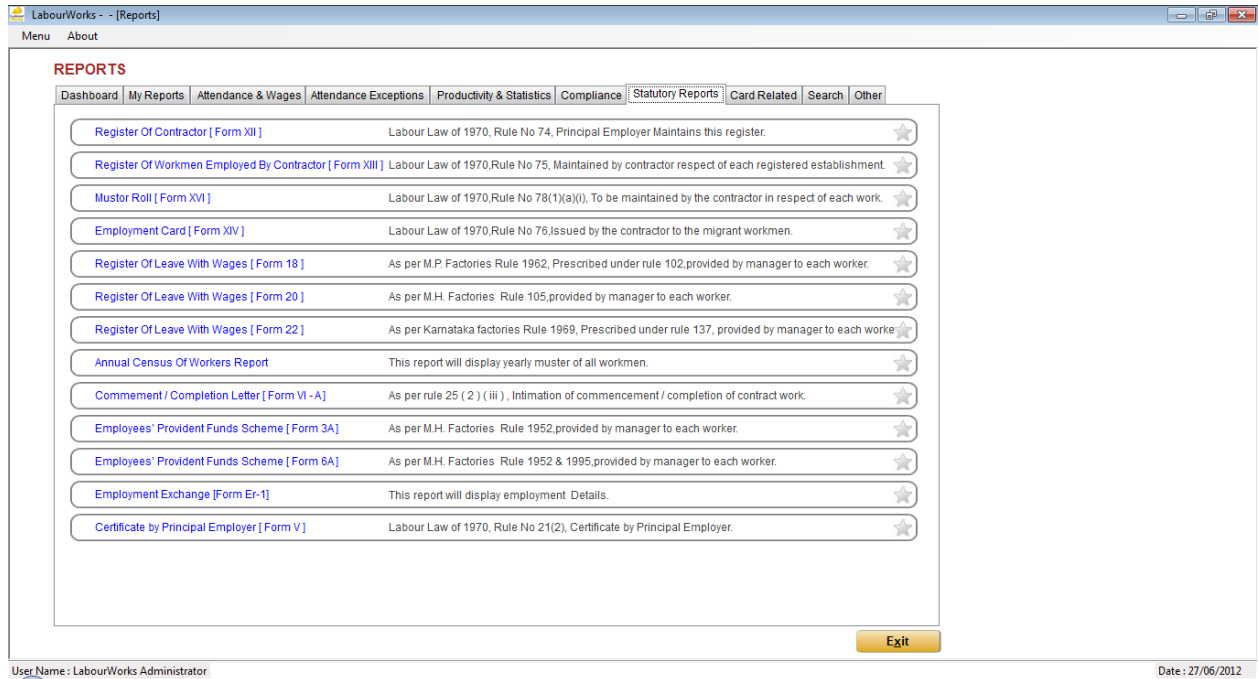
Workmen

WC No

Expiry

Statutory Reports

Statutory reporting is the mandatory submission of financial and non-financial information to a government agency.



The screenshot shows the LabourWorks application window with the title bar 'LabourWorks - [Reports]'. The menu bar includes 'Menu' and 'About'. The main content area is titled 'REPORTS' and features a tabbed interface with the following tabs: 'Dashboard', 'My Reports', 'Attendance & Wages', 'Attendance Exceptions', 'Productivity & Statistics', 'Compliance', 'Statutory Reports' (selected), 'Card Related', 'Search', and 'Other'. Below the tabs, a list of 13 statutory reports is displayed, each with a link to the report form and a brief description of its purpose. The reports are:

- [Register Of Contractor \[Form XII \]](#): Labour Law of 1970, Rule No 74, Principal Employer Maintains this register.
- [Register Of Workmen Employed By Contractor \[Form XIII \]](#): Labour Law of 1970, Rule No 75, Maintained by contractor respect of each registered establishment.
- [Mustor Roll \[Form XVI \]](#): Labour Law of 1970, Rule No 78(1)(a)(i), To be maintained by the contractor in respect of each work.
- [Employment Card \[Form XIV \]](#): Labour Law of 1970, Rule No 76, Issued by the contractor to the migrant workmen.
- [Register Of Leave With Wages \[Form 18 \]](#): As per M.P. Factories Rule 1962, Prescribed under rule 102, provided by manager to each worker.
- [Register Of Leave With Wages \[Form 20 \]](#): As per M.H. Factories Rule 105, provided by manager to each worker.
- [Register Of Leave With Wages \[Form 22 \]](#): As per Karnataka factories Rule 1969, Prescribed under rule 137, provided by manager to each worker.
- [Annual Census Of Workers Report](#): This report will display yearly muster of all workmen.
- [Commement / Completion Letter \[Form VI - A \]](#): As per rule 25 (2) (iii) , Intimation of commencement / completion of contract work.
- [Employees' Provident Funds Scheme \[Form 3A \]](#): As per M.H. Factories Rule 1952, provided by manager to each worker.
- [Employees' Provident Funds Scheme \[Form 6A \]](#): As per M.H. Factories Rule 1952 & 1995, provided by manager to each worker.
- [Employment Exchange \[Form Er-1\]](#): This report will display employment Details.
- [Certificate by Principal Employer \[Form V \]](#): Labour Law of 1970, Rule No 21(2), Certificate by Principal Employer.

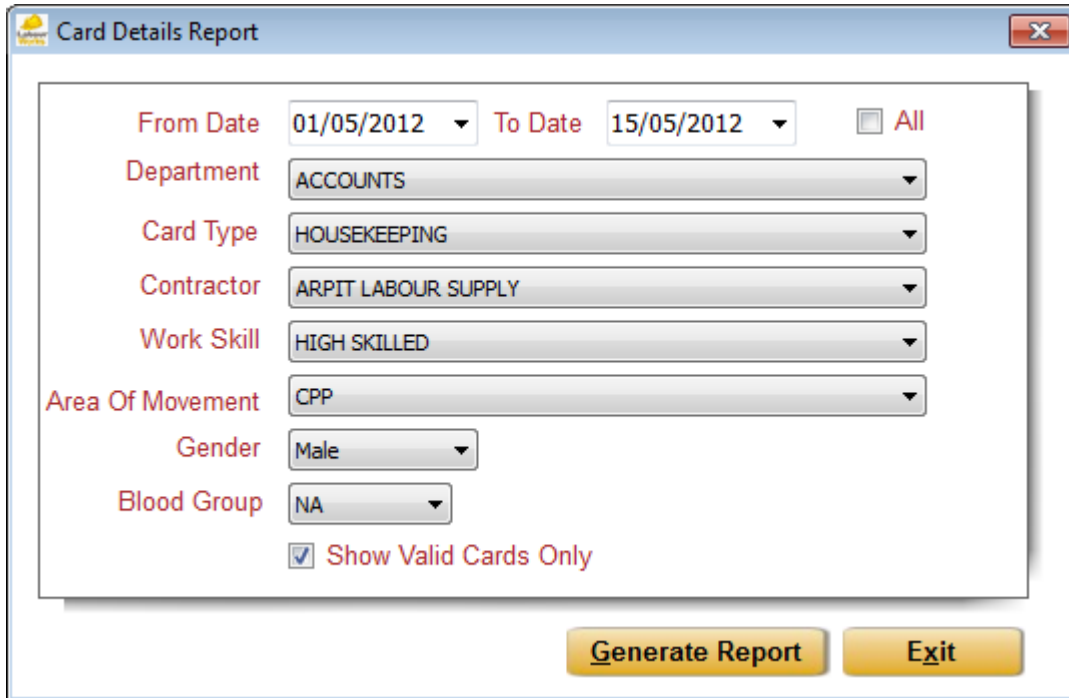
An 'Exit' button is located at the bottom right of the report list. The status bar at the bottom of the window shows 'User Name : LabourWorks Administrator' on the left and 'Date : 27/06/2012' on the right.

This report shows statutory requirement by state government.

Card Related

Card Details Report

This report will show workmen's card details for selected period.



The screenshot shows a software window titled "Card Details Report" with a close button (X) in the top right corner. Inside the window, there are several input fields and a checkbox. The fields are labeled in red text: "From Date" (01/05/2012), "To Date" (15/05/2012), "Department" (ACCOUNTS), "Card Type" (HOUSEKEEPING), "Contractor" (ARPIT LABOUR SUPPLY), "Work Skill" (HIGH SKILLED), "Area Of Movement" (CPP), "Gender" (Male), and "Blood Group" (NA). There is also a checkbox labeled "Show Valid Cards Only" which is checked. At the bottom right of the window, there are two yellow buttons: "Generate Report" and "Exit".

To get the report

Select the date - Once you select the date the report will generate for selected period.

Department - Select department of workmen.

Card Type - Select type of card from the given list.

Contractor - Select contractor name.

Work skill - Select contractor name.

Area of movement - Select area of movement from the list.

Gender - Select gender

Blood Group - Select blood group.

Show Valid Cards Only

If you click on to Show valid cards only, then report will generate for valid cards only and if uncheck this checkbox the report will generate for all cards.

Report Preview

Main Report

Card Details Report From 01/05/2012 To 15/05/2012

Contractor JAY DURGA SUPPLIER & CONTRACTORS
Vendor Code PRAFULLA KUMAR BEHERA

Sr No	Workmen	S/D/WOF	Gender	Blood Group	Nature Of Work / Work Skill	Department	Card Type	Address	Phone	Area Of Movement	Valid Upto	Bank A/C		Workmen Photo	Finger Image
1	xxxx [7812002161]		M	NA	/ SEMI SKILLED	ACCOUNTS	SHORT TERM				06/11/2012				
2	dtdf [7812002163]		M	NA	/ SEMI SKILLED	ACCOUNTS	SHORT TERM				11/11/2012				

Contractor M/S. BEML (PROGRESSIVE ENGG. & REPAIRS)
Vendor Code 00056

Sr No	Workmen	S/D/WOF	Gender	Blood Group	Nature Of Work / Work Skill	Department	Card Type	Address	Phone	Area Of Movement	Valid Upto	Bank A/C		Workmen Photo	Finger Image
1	mahadev xxx [7812002162]		M	NA	/ SEMI SKILLED	ACCOUNTS	SHORT TERM				06/11/2012				

Contractor Test
Vendor Code 564

Sr No	Workmen	S/D/WOF	Gender	Blood Group	Nature Of Work / Work Skill	Department	Card Type	Address	Phone	Area Of Movement	Valid Upto	Bank A/C		Workmen Photo	Finger Image
1	gayatri [7812002161]		F	NA	/ SEMI SKILLED	ACCOUNTS	SHORT TERM				30/10/2012				

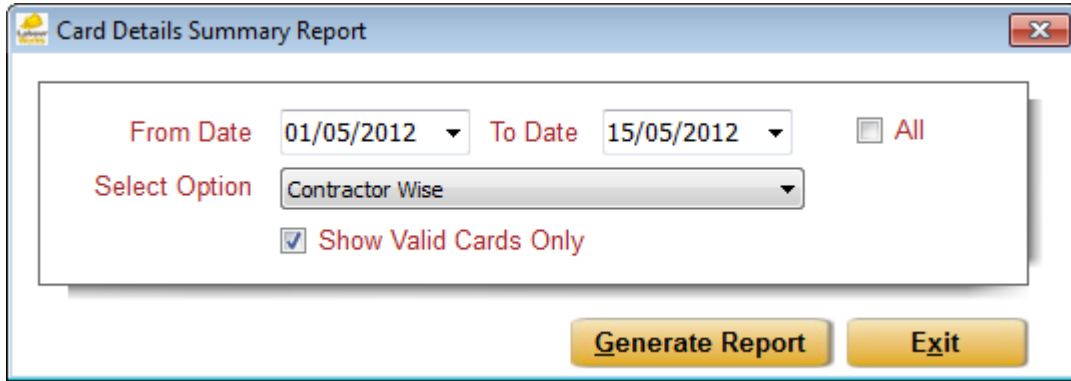
Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

The report will show all the details of card.

Workmen Name with his barcode
Gender
Blood Group
Nature of work
Department
Card Type
Address
Phone
Area of movment
Validity
Bank Account
Workmen Photo
Finger Image

Card Generation Summary Report

This report will show details of how many cards are generated for selected period.



The screenshot shows a dialog box titled "Card Details Summary Report". It contains the following fields and controls:

- From Date:** A date picker set to 01/05/2012.
- To Date:** A date picker set to 15/05/2012.
- All:** An unchecked checkbox.
- Select Option:** A dropdown menu currently showing "Contractor Wise".
- Show Valid Cards Only:** A checked checkbox.
- Buttons:** "Generate Report" and "Exit".

You can get the report

From date to date- Select date then report will generate for selected period.

Contractor wise

Card type wise

Work skill wise

Department Wise

Blood Group Wise

Work Order wise

Work Order Type

Show Valid Cards Only- If you click on this checkbox then report will generate for valid cards otherwise it will generate for all cards.

Report Preview

Main Report

Contractor Wise Card Generation Report

Sr No	Contractor	No Of Cards
1	M/S. PRASAD CONSTRUCTION (00010)	443
2	M/S. OM ENTERPRISES (00062)	262
3	M/S. SHREE JAY KHODIYAR ENGG. CO. (00044)	120
4	M/S. ASAVI CONSTRUCTION - PROJECT (00061)	94
5	M/S. SHARADA ELECTRICALS (00048)	89
6	M/S. ASAVI CONSTRUCTION (00051)	87
7	M/S. SCI INTERNATIONAL LTD. (00040)	69
8	M/S. SHRI VENKATESHWARA CATERERS (00096)	46
9	M/S. SHREE SA CONSTRUCTION (00059)	40
10	M/S. VIJAY ENGG. ENTP. PVT. LTD. - I (00028)	39
11	M/S. K.N. SONDAWALE (00042)	38
12	M/S. VIJAY ENGG. ENTP. PVT. LTD. - II (00050)	30
13	M/S. SARASWATI ENGG. (00025)	28
14	M/S. G.S. ENTERPRISES (00057)	23
15	M/S. VIKRAMA PRASAD (00036)	22
16	M/S. VIJAY ENGG. ENTP. PVT. LTD. - II (00052)	21
17	M/S. ABHOKI KUMAR NISHAD (00055)	21
18	M/S. PRINCE THERMAL (INDIA) PVT. LTD. (00053)	16
19	M/S. SUSHMA CONSTRUCTION (00023)	16
20	M/S. VIJAYA & CO. (00043)	16
21	M/S. GURUNANAK TRANSPORT (00058)	15
22	M/S. BEHL (PROGRESSIVE ENGG. & REPAIRS) (00056)	14
23	M/S. SHRI SACHIN NAKH CONSTRUCTION (00041)	13

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 75%

The report will display
Contractor Name
No of cards

Card Export

This facility provides you to send the card related data to excel as per required format.

Card Export

Filter

From Date: 19/06/2012 To Date: 26/06/2012 ☐ All

Business Unit: ACCOUNTS

Contractor: ARPIT LABOUR SUPPLY

Work Skill: Housekeeper

Gender: --ALL--

☒ Show Valid Cards Only

Contractor Details Labour Name Sub Contractor Permanent Address Local Address Phone Blood Group Nationality Police Verification	Barcode Created Date Valid Upto Contractor Name Card Type Business Unit Work Skill Area Of Movement	→ ←	Report Columns Contractor Name Sub Contractor Police Verification Valid Upto Project Affected	↑ ↓
--	--	--	---	--

From Date To date - Select the date, report will generate for selected date.

Business Unit - Select department.

Contractor - Select contractor name.

Work skill - Select workskill from the list.

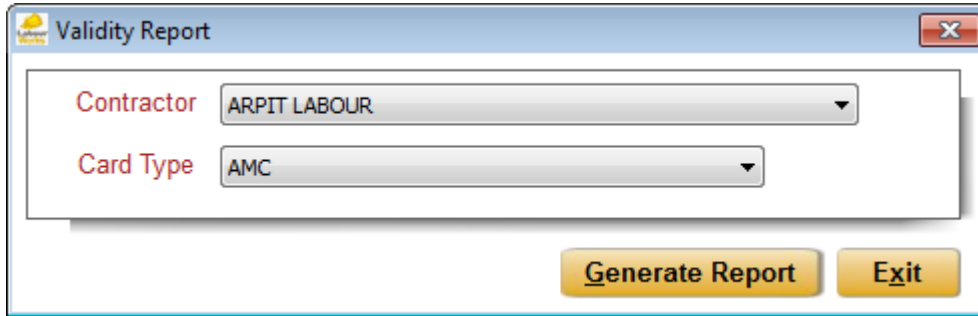
Gender - Select gender.

Show Valid Cards Only - If you click on this checkbox then report will generate for valid cards otherwise it will generate for all cards

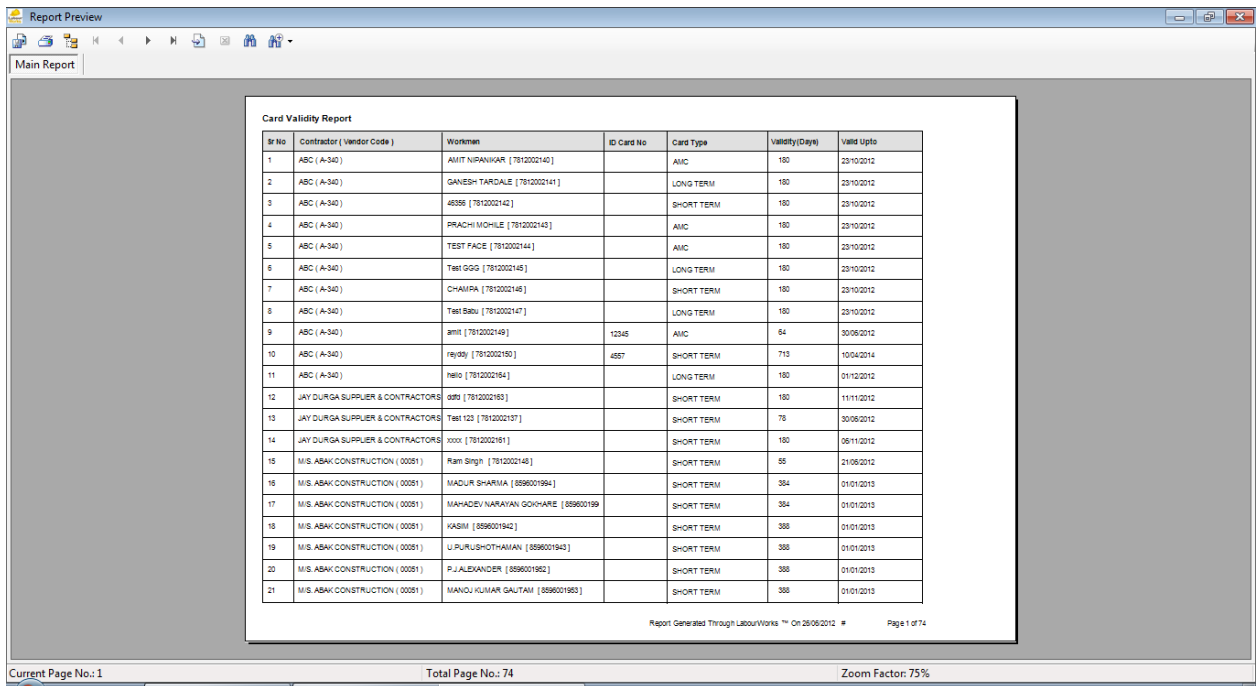
You can select given options to generate the excel.

Validity Report

There are different types of cards which are issued to the workmen. These cards have specific validity. This report will show selected card type validity. To get the report, select contractor name and card type.



The dialog box titled "Validity Report" contains two dropdown menus. The first dropdown, labeled "Contractor", has "ARPIT LABOUR" selected. The second dropdown, labeled "Card Type", has "AMC" selected. At the bottom right, there are two buttons: "Generate Report" and "Exit".



The "Report Preview" window displays a "Card Validity Report" table. The table has 7 columns: Sr No, Contractor (Vendor Code), Workmen, ID Card No, Card Type, Validity(Days), and Valid Upto. The report lists 21 entries for various contractors and workmen, showing their card types and validity periods.

Sr No	Contractor (Vendor Code)	Workmen	ID Card No	Card Type	Validity(Days)	Valid Upto
1	ABC (A-340)	AMIT NUPANVAR (7812002140)		AMC	180	23/10/2012
2	ABC (A-340)	GANESH TARDALE (7812002141)		LONG TERM	180	23/10/2012
3	ABC (A-340)	48386 (7812002142)		SHORT TERM	180	23/10/2012
4	ABC (A-340)	PRACHI MOHLE (7812002143)		AMC	180	23/10/2012
5	ABC (A-340)	TEST FACE (7812002144)		AMC	180	23/10/2012
6	ABC (A-340)	Tari GGG (7812002145)		LONG TERM	180	23/10/2012
7	ABC (A-340)	CHAIKPA (7812002146)		SHORT TERM	180	23/10/2012
8	ABC (A-340)	Tari Babu (7812002147)		LONG TERM	180	23/10/2012
9	ABC (A-340)	amit (7812002148)	12345	AMC	64	30/06/2012
10	ABC (A-340)	Rajdy (7812002150)	4887	SHORT TERM	713	10/04/2014
11	ABC (A-340)	nebo (7812002154)		LONG TERM	180	01/12/2012
12	JAY DURGASUPPLIER & CONTRACTORS	0021 (7812002153)		SHORT TERM	180	11/11/2012
13	JAY DURGASUPPLIER & CONTRACTORS	Tari 122 (7812002157)		SHORT TERM	78	30/06/2012
14	JAY DURGASUPPLIER & CONTRACTORS	0003 (7812002161)		SHORT TERM	180	06/11/2012
15	M/S.ABAC CONSTRUCTION (00051)	Ram Singh (7812002148)		SHORT TERM	55	21/08/2012
16	M/S.ABAC CONSTRUCTION (00051)	MAHUR SHARMA (8896001994)		SHORT TERM	364	01/01/2013
17	M/S.ABAC CONSTRUCTION (00051)	MAHADEV NARAYAN GOHAREE (889600199)		SHORT TERM	364	01/01/2013
18	M/S.ABAC CONSTRUCTION (00051)	KASIM (8896001942)		SHORT TERM	368	01/01/2013
19	M/S.ABAC CONSTRUCTION (00051)	U PURUSHOTHANIAN (8896001943)		SHORT TERM	368	01/01/2013
20	M/S.ABAC CONSTRUCTION (00051)	P.J.ALEXANDER (8896001952)		SHORT TERM	368	01/01/2013
21	M/S.ABAC CONSTRUCTION (00051)	MANOJ KUMAR GAUTAM (8896001953)		SHORT TERM	368	01/01/2013

Report Generated Through LabourWorks™ On 26/06/2012 # Page 1 of 14

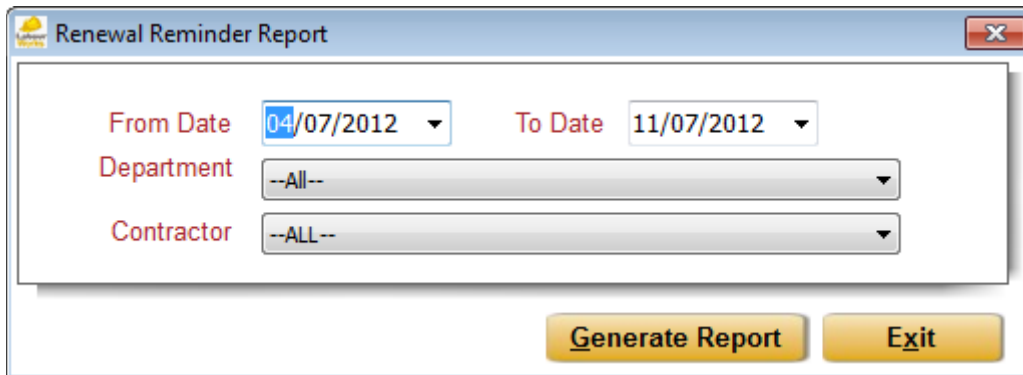
Current Page No.: 1 Total Page No.: 74 Zoom Factor: 75%

The report will show

Contractor Name
Workmen
Id Card No
Card Type
Validity

Renewal Reminder

Workmen's card has specific validity some cards are needed to be renewed. so this report will show which cards are due for renewal.To get report select contractor name and card type.



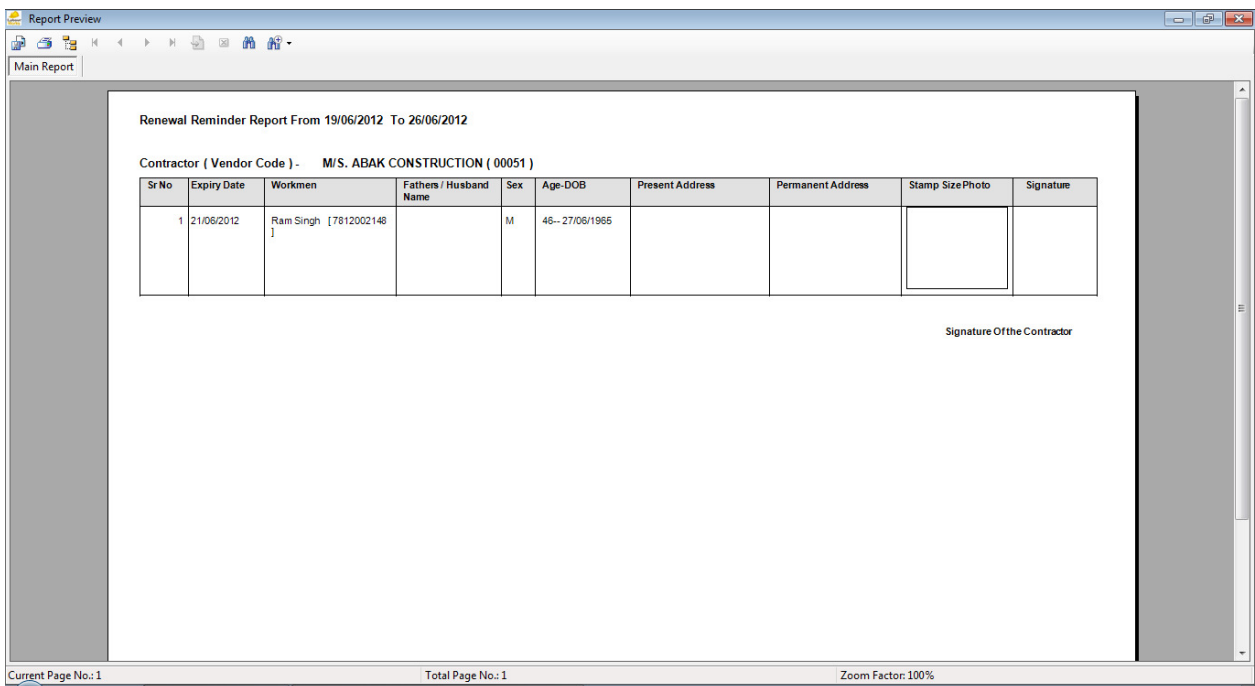
Renewal Reminder Report

From Date: 04/07/2012 To Date: 11/07/2012

Department: --All--

Contractor: --ALL--

Generate Report Exit



Report Preview

Main Report

Renewal Reminder Report From 19/06/2012 To 26/06/2012

Contractor (Vendor Code) - M/S. ABAK CONSTRUCTION (00051)

SrNo	Expiry Date	Workmen	Fathers / Husband Name	Sex	Age-DOB	Present Address	Permanent Address	Stamp Size Photo	Signature
1	21/06/2012	Ram Singh [7812002148]		M	46-- 27/06/1965				

Signature Of the Contractor

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

This report will generate the card details with its expiry date.

Date- Select date report will show the card details between selected period.

Department Name -Select department name .Report will generate for selected department.

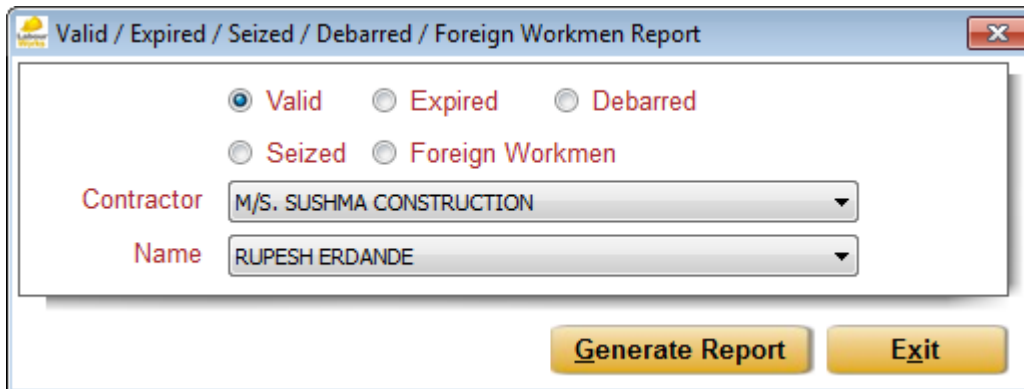
Contractor Name - Select respective contractor name.

The report will display

Expiry Date of card
Workmen Name
Father/husband Name
Sex
Age/DOB
Present Address
Permanent Address
Stamp size photo
Signature

Valid/Expired/Seized/debarred/foreign

This report will display details of valid card, expired card, seized card, foreign card of selected workmen.



To get report select contractor name and workmen name and select given option then report will generate according to selected option.

The report will display

Workmen Name
Department
Card Created Date
Expiry Date

Report Preview

Main Report

Valid Cards

Contractor (Vendor Code) - ABC (A-340)

Sr No	Workman	Department	Card Created Date	Expiry Date
1	4856 [7812002142]	ACCOUNTS	28/04/2012	23/10/2012
2	AMIT NIPANIKAR [7812002140]	ACCOUNTS	28/04/2012	23/10/2012
3	CHAMPA [7812002148]	ACCOUNTS	28/04/2012	23/10/2012
4	GANESH TARDALE [7812002141]	ACCOUNTS	28/04/2012	23/10/2012
5	HELLO [7812002164]	ACCOUNTS	04/08/2012	01/12/2012
6	PRACHI MOHILE [7812002142]	ACCOUNTS	28/04/2012	23/10/2012
7	reidy [7812002150]	ACCOUNTS	27/04/2012	10/04/2014
8	Test Sahu [7812002147]	ACCOUNTS	28/04/2012	23/10/2012
9	TEST FACE [7812002144]	ACCOUNTS	28/04/2012	23/10/2012
10	Test GGO [7812002148]	ACCOUNTS	28/04/2012	23/10/2012
11	amit [7812002149]	ADMINISTRATION	27/04/2012	30/06/2012

Contractor (Vendor Code) - JAY DURGA SUPPLIER & CONTRACTORS (PRAFULLA KUMAR BEHERA)

Sr No	Workman	Department	Card Created Date	Expiry Date
1	sdfr [7812002163]	ACCOUNTS	15/05/2012	11/11/2012
2	xxxx [7812002161]	ACCOUNTS	10/05/2012	05/11/2012
3	Test 123 [7812002107]	CRP	13/04/2012	30/06/2012

Contractor (Vendor Code) - M/S. ABAK CONSTRUCTION - PROJECT (90052)

Sr No	Workman	Department	Card Created Date	Expiry Date
1	Test 1234 [7812002138]	ACCOUNTS	13/04/2012	14/11/2012
2	Test Labour1234 [7812002139]	ACCOUNTS	16/04/2012	14/11/2012
3	Avinash Wade [7812002165]	CIVIL	07/06/2012	14/11/2012
4	AAROOBACHIBER. JABEROO15441	MECHANICAL	10/10/2011	10/10/2013

Current Page No.: 1 Total Page No.: 63 Zoom Factor: 75%

Search

Workmen Search

This facility provides you to search the workmen details by name.

LabourWorks - [Workmen Search]

Menu About

WORKMEN DETAILS
Search Workmen Details On Workmen Name, BarCode, ID Card No, Workmen Code, Phone, Emergency Contact No, Address, PF No, ESI No, MICR No, Bank Details, Remark

Filter

Workmen Search

Workmen	Contractor	Phone	Emergency Contact No	Address	BarCode	ID Card No	Workmen Code	ESI
AMIT NIPANIKAR	ABC				7812002140		SCR02076	twrtw3

Date : 27/06/2012 Total : 1

User Name : LabourWorks Administrator Date : 27/06/2012

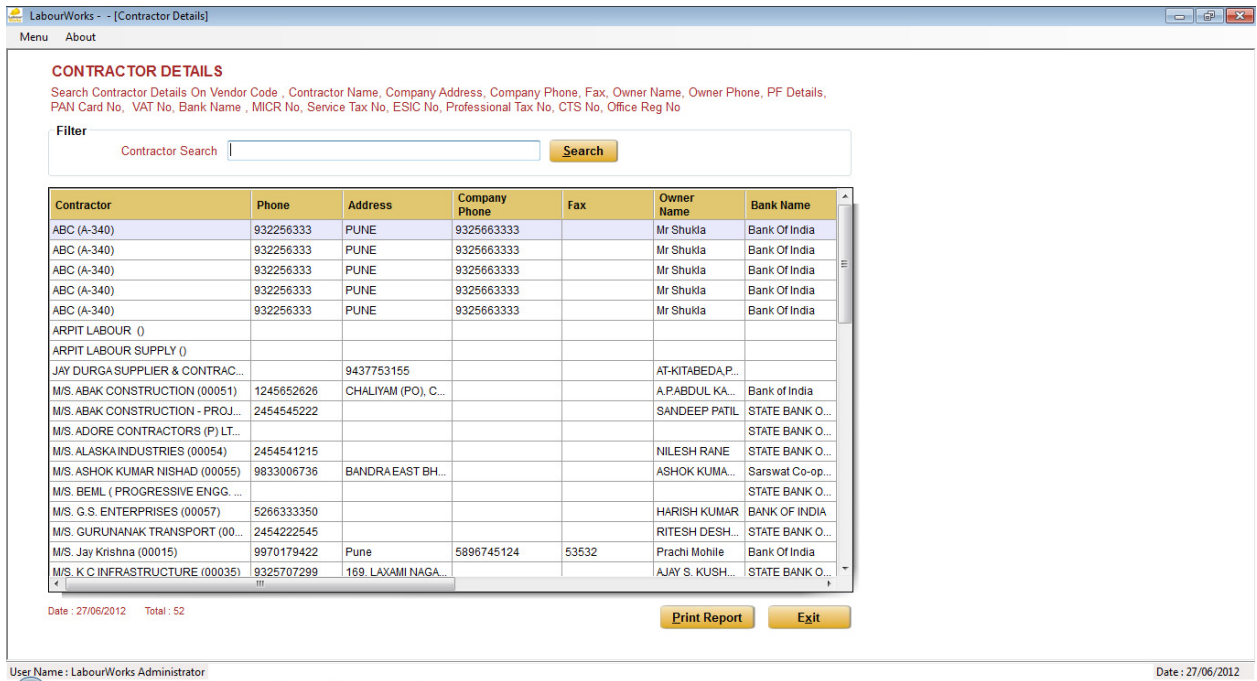
To get the report enter name of workman and click on to search.

It shows

Workmen's Name
Contractor
Phone
Emergency Contact No
Address
Barcode
Id Card No
Workmen Code
ESI
PF
Bank Details

Contractor Search

This facility provides you to search contractor details by name.



The screenshot shows the 'CONTRACTOR DETAILS' window in LabourWorks. It includes a search filter for 'Contractor Search' and a table of contractor information. The table has columns for Contractor, Phone, Address, Company Phone, Fax, Owner Name, and Bank Name. Below the table, it shows the date '27/06/2012' and a total count of '52'. There are buttons for 'Print Report' and 'Exit'.

Contractor	Phone	Address	Company Phone	Fax	Owner Name	Bank Name
ABC (A-340)	932256333	PUNE	9325663333		Mr Shukla	Bank Of India
ABC (A-340)	932256333	PUNE	9325663333		Mr Shukla	Bank Of India
ABC (A-340)	932256333	PUNE	9325663333		Mr Shukla	Bank Of India
ABC (A-340)	932256333	PUNE	9325663333		Mr Shukla	Bank Of India
ABC (A-340)	932256333	PUNE	9325663333		Mr Shukla	Bank Of India
ARPIT LABOUR ()						
ARPIT LABOUR SUPPLY ()						
JAY DURGA SUPPLIER & CONTRAC...		9437753155			AT-KITABEDA P...	
MIS. ABAK CONSTRUCTION (00051)	1245652626	CHALIYAM (PO), C...			A.PABDUL KA...	Bank of India
MIS. ABAK CONSTRUCTION - PROJ...	2454545222				SANDEEP PATIL	STATE BANK O...
MIS. ADORE CONTRACTORS (P) LT...						STATE BANK O...
MIS. ALASKA INDUSTRIES (00054)	2454541215				NILESH RANE	STATE BANK O...
MIS. ASHOK KUMAR NISHAD (00055)	9833006736	BANDRA EAST BH...			ASHOK KUMA...	Sarswat Co-op...
MIS. BEML (PROGRESSIVE ENGG. ...						STATE BANK O...
MIS. G. S. ENTERPRISES (00057)	5266333350				HARISH KUMAR	BANK OF INDIA
MIS. GURUNANAK TRANSPORT (00...	2454222545				RITEESH DESH...	STATE BANK O...
MIS. Jay Krishna (00015)	9970179422	Pune	5896745124	53532	Prachi Mohile	Bank Of India
MIS. K C INFRASTRUCTURE (00035)	9325707299	169, LAXAMI NAGA...			AJAY S. KUSH...	STATE BANK O...

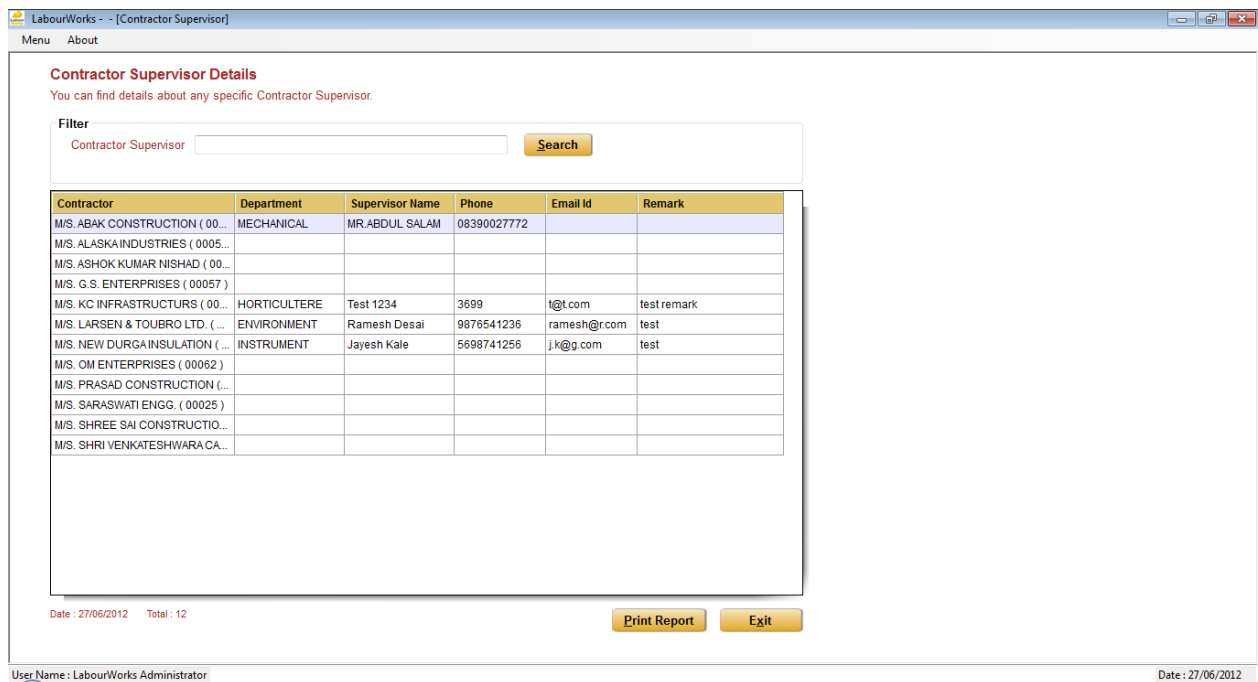
After generating report it will show

Contractor Name
Phone
Address
Company Phone
Fax
Owner Name

Bank Name
 PF
 PAN no
 Vat No
 MICR No
 Service Tax No
 Professional Tax No
 CTS No
 Reg. No

Contractor Supervisor Search

This facility provides you to search contractor details by name.



The screenshot shows the 'Contractor Supervisor Details' window in the LabourWorks application. It includes a search filter for 'Contractor Supervisor' and a table of results. The table has columns for Contractor, Department, Supervisor Name, Phone, Email Id, and Remark. The results show 12 entries, with the first few being truncated. The interface also includes a 'Print Report' button and a status bar at the bottom showing the user name and date.

Contractor	Department	Supervisor Name	Phone	Email Id	Remark
M/S. ABAK CONSTRUCTION (00...	MECHANICAL	MR.ABDUL SALAM	98390027772		
M/S. ALASKA INDUSTRIES (0005...					
M/S. ASHOK KUMAR NISHAD (00...					
M/S. G.S. ENTERPRISES (00057)					
M/S. KC INFRASTRUCTURES (00...	HORTICULTURE	Test 1234	3699	t@t.com	test remark
M/S. LARSEN & TOUBRO LTD. (...)	ENVIRONMENT	Ramesh Desai	9876541236	ramesh@r.com	test
M/S. NEW DURGA INSULATION (...)	INSTRUMENT	Jayesh Kale	5698741256	j.k@g.com	test
M/S. OM ENTERPRISES (00062)					
M/S. PRASAD CONSTRUCTION (...)					
M/S. SARASWATI ENGG. (00025)					
M/S. SHREE SAI CONSTRUCTIO...					
M/S. SHRI VENKATESHWARA CA...					

After generating report it will show

Contractor Name
 Department
 Supervisor Name
 Phone
 Email Id
 Remark

Belonging Search

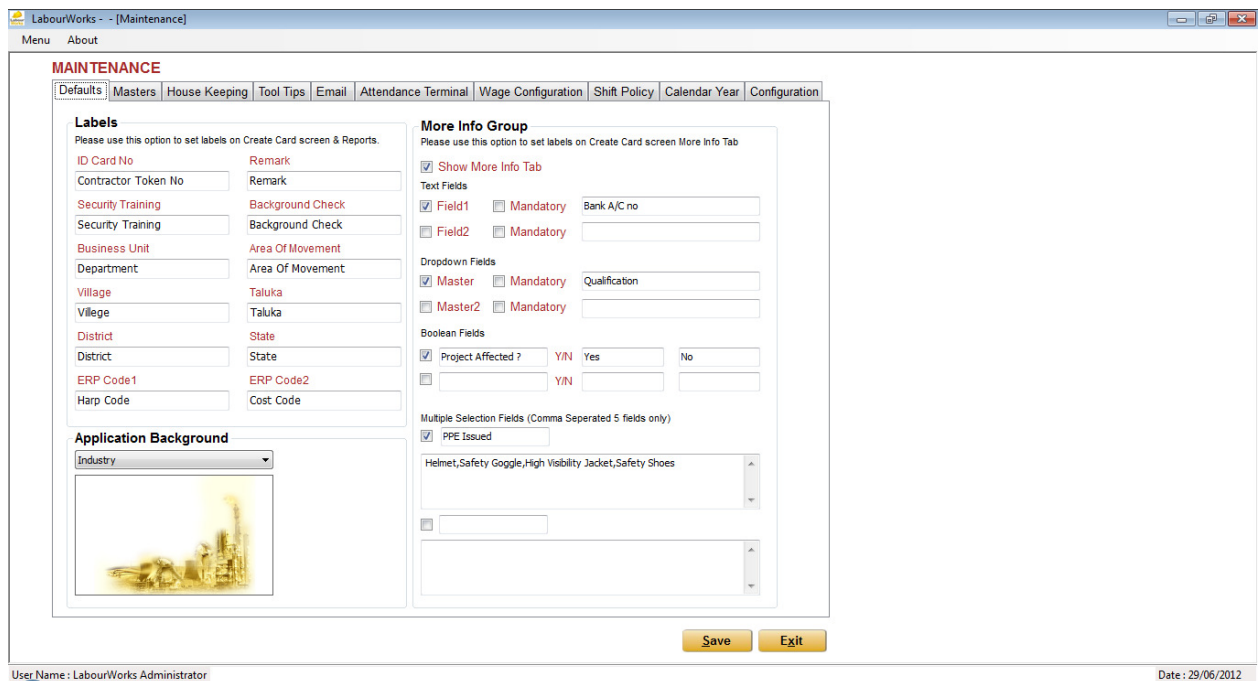
At the time of check in, workmen carry their belongings and by using this tab, you can generate the report of belongings carried at the time of attendance.

Maintenance

Only trained person should use this module. LabourWorks™ can be customized using the 'Maintenance' module. One has to be logged in with an administrator account to gain access to this module.

Defaults

The 'Defaults' screen is used to set labels on the 'Reports', 'Create Cards' and 'More Info' tab. Details of these tabs follow



Labels- The labels tab can be used to specify the various labels you want present on the 'Create Card' and 'Reports' screens.

Application Background

You can change application background from here.

More Info Group

The more info tab lets you edit details on its counterpart present on the card creation screen

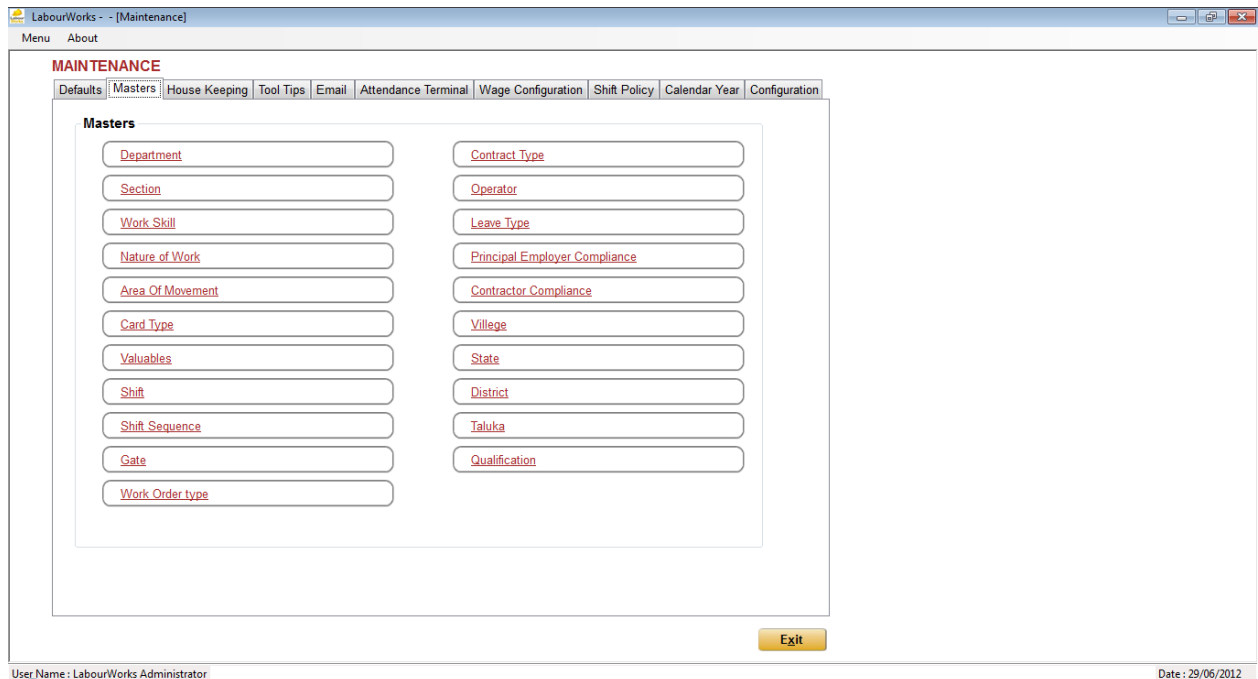
Text Fields

Multiple selection fields

Boolean Fields

Masters

The 'Card Masters' tab can be used to maintain a database of certain elements present on the 'Create Cards' tab. On clicking on a type, you will be presented with a form that allows you to add, edit and delete entries.



The screenshot shows the LabourWorks Maintenance Masters form. The window title is 'LabourWorks - [Maintenance]'. The menu bar includes 'Menu' and 'About'. The 'MAINTENANCE' tab is active, with sub-tabs: 'Defaults', 'Masters', 'House Keeping', 'Tool Tips', 'Email', 'Attendance Terminal', 'Wage Configuration', 'Shift Policy', 'Calendar Year', and 'Configuration'. The 'Masters' sub-tab is selected. The form contains two columns of input fields, each with a red underline label. The left column includes: Department, Section, Work Skill, Nature of Work, Area Of Movement, Card Type, Valuables, Shift, Shift Sequence, Gate, and Work Order type. The right column includes: Contract Type, Operator, Leave Type, Principal Employer Compliance, Contractor Compliance, Village, State, District, Taluka, and Qualification. An 'Exit' button is located at the bottom right of the form. The status bar at the bottom shows 'User Name : LabourWorks Administrator' and 'Date : 29/06/2012'.

Masters

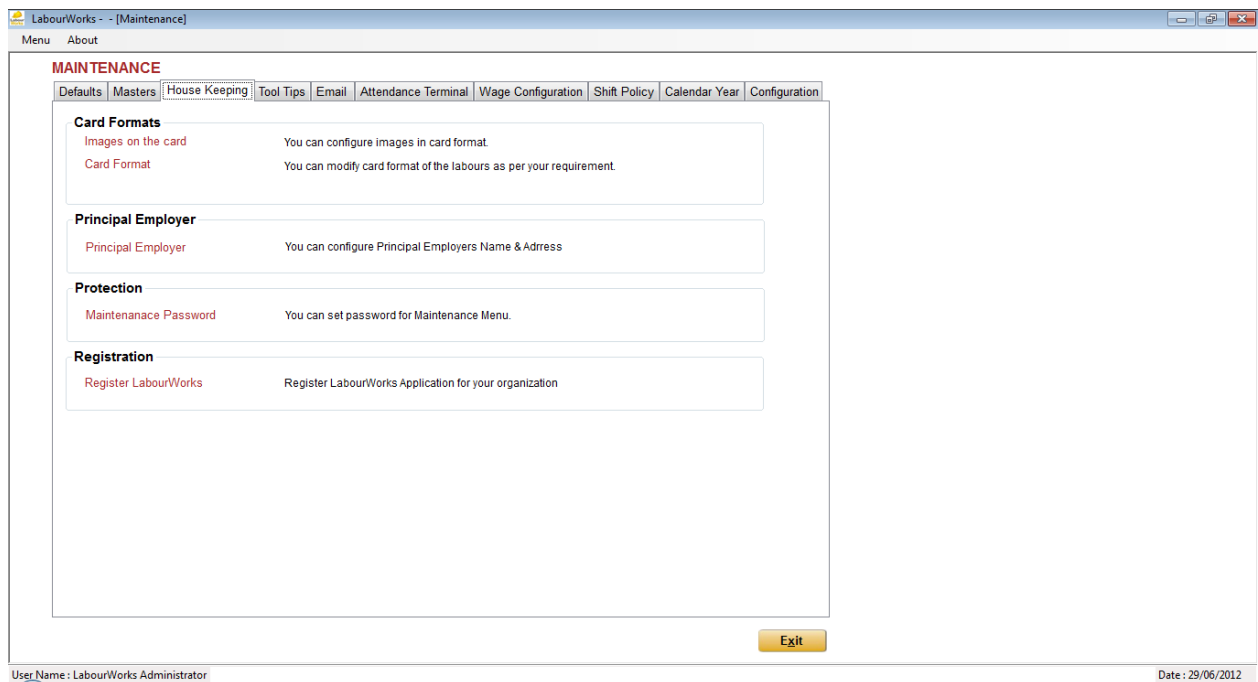
The various masters that can be edited include

1. **Workmen** You can add/edit or delete workmen details here. The form is similar to that present on the Create Card screen, as it includes parameters that specify the details of the workers.
2. **Contractor** A similar form can be filled that includes details on the contractors. Provide LabourWorks™ the Vender Code, Contractor Details, Bank and PF Details and other info like MICR no., ESIC no., VAT no. etc.
3. **Work Skill** Add the levels of work skills as per your company's specifications here.
4. **Card Type** Specify the types of card you would issue workers and edit the different characteristics of these types under this option.
5. **Operator** Add different application operators (i.e. users) with this option. Also specify the level of access granted to the operator by selecting what said operator can and can't access. You can also grant administrator privileges to an operator here.
6. **ID Proof** Specify the different types of ID proofs your company accepts under this option.
7. **Department** Maintain a list of the various departments present in your organization under this option.
8. **Shift Details** Detail the various shifts for your workers by specifying parameters such as the length of the shift, the maximum labours in one shift, the man day policy,

- overtime policy etc. You can also select what types of card holders are allowed to participate in a given type of shift.
9. Gate Add and edit details about the gates of entrances of your organization. You can select whether a particular gate is an Auto Login Attendance Terminal and specify a time at which the terminal would shut down.
 10. Contract Type Enter the types of contracts your organization is likely to receive under this option.
 11. Area of Movement Choose a band colour for the designated area of movement of a card type under this option.
 12. Contractor Contact Person Specify the contact person for each contractor under this option.

House Keeping

The card format and images, principle employer, maintenance password and LabourWorks™ registration can be handled from the House Keeping tab. Following are detailed descriptions of all the options available under the House Keeping tab as per the multiple sub-tabs.



House Keeping

Card Formats

Images on Card

The images that are to be printed on the card (i.e. The logo of your organization, no-smoking, no-camera, no-cellphone symbols etc.) can be selected under this option. An image of the instructions issued by your organization and two other contextual images

can be included as well.

Card Format

The exact format of the card your copy of LabourWorks™ would issue can be specified under this tab. The fields that would be present on an issued card, their spacing etc. can be specified. A 'Load Defaults' button is also provided that resets the card format to the standard type LabourWorks™ ships with.

Principal Employer

The name, address, govt. license number and validity of this license of the principal employer of the organization can be filled and edited here.

Protection Password

Password protection to the maintenance module can be provided for using this option. This can be done so as to prevent meddling with the desired configuration of your copy of LabourWorks™.

Register LabourWorks™

Register your copy of LabourWorks™ here.

Tool Tips

You can add tool tip in required language. Various tool tips can be controlled in this tab. These can be used to detail the desired specifications on each parameter on the Card Creation screen. Tooltips for the following parameters can be edited.

LabourWorks - [Maintenance]

Menu About

MAINTENANCE

Defaults Masters House Keeping Tool Tips Email Attendance Terminal Wage Configuration Shift Policy Calendar Year Configuration

Create Card Tooltips

Select Language English

Name

Address

Phone

Contractor

Work Order

Sub Contractor

Card Type

Work Skill

Valid Upto

Department

Son/Daughter/Wife Of

Area Of Movement

Save Exit

User Name : LabourWorks Administrator Date : 29/06/2012

Name
Address
Phone
Contractor
Work Order
Sub-Contractor
Card-Type
Work Skill
Valid Up to
Department
Son/Daughter/Wife Of...
Area of Movement

Email

LabourWorks™ will periodically send the master log to a specific email address. Details of the mail can be edited under this tab. These details include

LabourWorks - [Maintenance]

Menu About

MAINTENANCE

Defaults Masters House Keeping Tool Tips Email Attendance Terminal Wage Configuration Shift Policy Calendar Year Configuration

Email Settings

SMTP mail.scrum-system.com

Email Login PRACHIM@SCRUM-SYSTEM.COM

Email Password *****

Email From AMITN@SCRUM-SYSTEM.COM [Send Test Mail](#)

Compliance & Report Mailing Settings

☒ Send Auto Mail - Compliance

Compliance Mail Send To rahulu@scrum-system.com (e.g. - XYZ@mail.com; ABC@mail.com)

☒ [Send Auto Mail - Reports](#)

Department wise Email Subject Report for contract labours

Report SMS Settings

☐ Send Auto SMS

SMS Uri http://hapi.smsapi.org/SendSMS.aspx?UserName=Scrum&password=sms123@scrum&MobileNo={MOBILE}

[Save](#) [Exit](#)

User Name : LabourWorks Administrator Date : 29/06/2012

Recipient's Address (Master Log Mail To...)

SMTP

Sender's Login (Email Login)

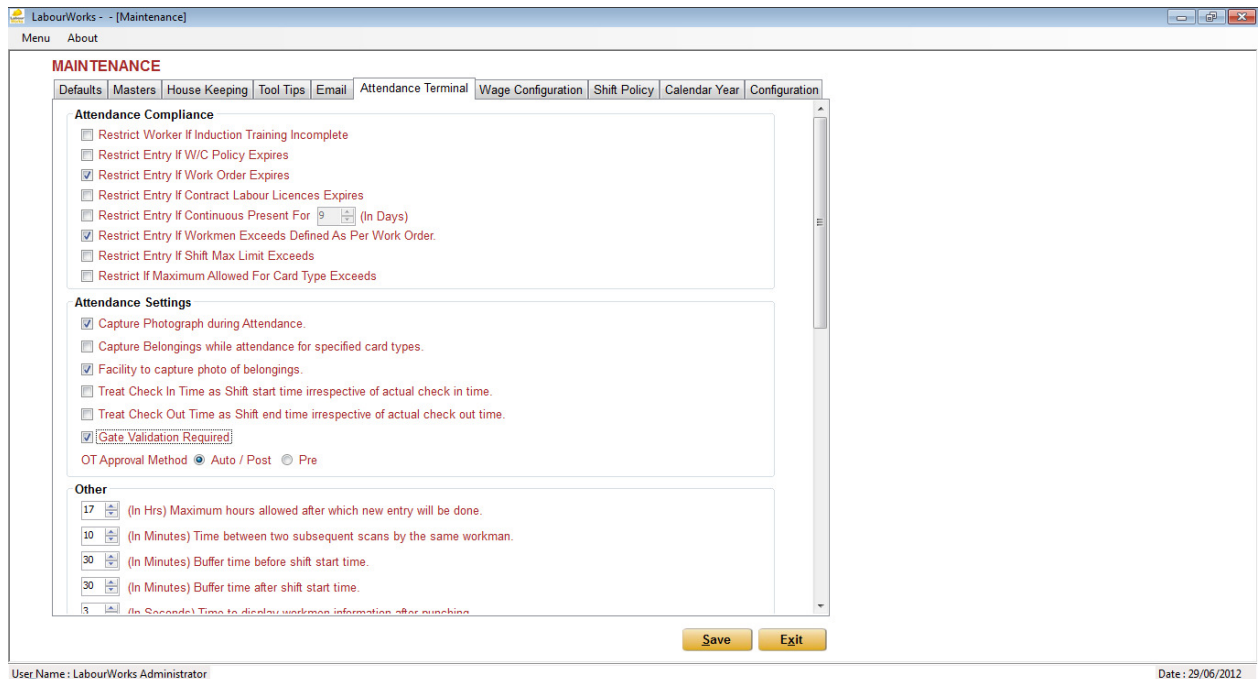
Sender's Password (Email Password)

Sender's Address (Email Address)

Email Subject

Attendance Terminal

Various specifications on matters regarding attendance can be edited under this tab. The validations, details, validation messages and error codes on your copy of LabourWorks™ can be specified here.



LabourWorks - [Maintenance]

Menu About

MAINTENANCE

Defaults Masters House Keeping Tool Tips Email Attendance Terminal Wage Configuration Shift Policy Calendar Year Configuration

Attendance Compliance

☐ Restrict Worker If Induction Training Incomplete

☐ Restrict Entry If W/C Policy Expires

☒ Restrict Entry If Work Order Expires

☐ Restrict Entry If Contract Labour Licences Expires

☐ Restrict Entry If Continuous Present For 9 (In Days)

☒ Restrict Entry If Workmen Exceeds Defined As Per Work Order.

☐ Restrict Entry If Shift Max Limit Exceeds

☐ Restrict If Maximum Allowed For Card Type Exceeds

Attendance Settings

☒ Capture Photograph during Attendance.

☐ Capture Belongings while attendance for specified card types.

☒ Facility to capture photo of belongings.

☐ Treat Check In Time as Shift start time irrespective of actual check in time.

☐ Treat Check Out Time as Shift end time irrespective of actual check out time.

☒ Gate Validation Required

OT Approval Method ☒ Auto / ☐ Post ☐ Pre

Other

17 (In Hrs) Maximum hours allowed after which new entry will be done.

10 (In Minutes) Time between two subsequent scans by the same workman.

30 (In Minutes) Buffer time before shift start time.

30 (In Minutes) Buffer time after shift start time.

3 (In Seconds) Time to display workmen information after punching.

Save Exit

User Name : LabourWorks Administrator Date : 29/06/2012

Resict worker if induction training is not complete.

If W/c policy expires.

If work order expires

If contract labour license expires.

If continuous present for selected days

If workmen exceeds defined as per work order

If shift max limit exceeds.

If maximum allowed for card type exceeds.

Attendance Settings

You can enable or disable attendance settings.

Capture photograph during attendance.

Capture belongings during attendance.

Treat check in time as shift time.

Treat check out time as shift time.

Gate validation required.

If you select pre-approved option then workmen has to take preapproval for OT.

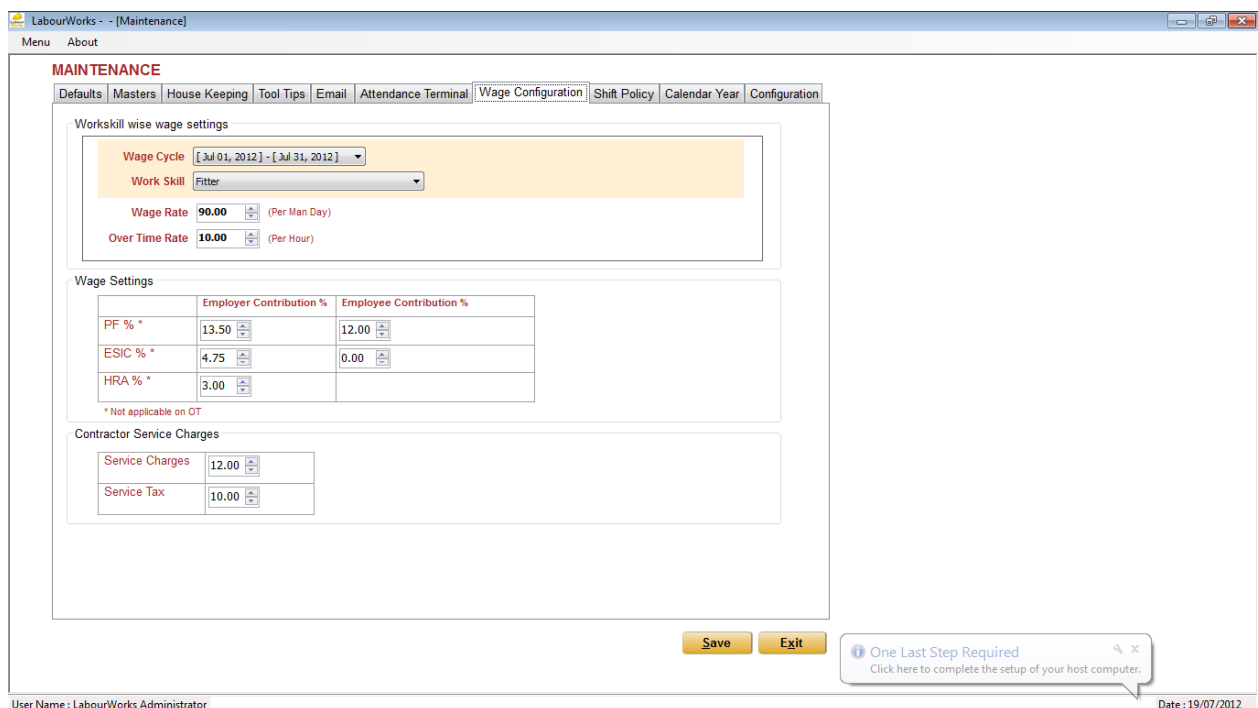
Other

By selecting this option, you can set

Maximum Hrs. Allowed after which new entry will be done.
Time between two subsequent scans by the same workman.
Buffer time before shift starts.
Buffer time after shift.
Time to display workmen information after punching the card.
Waiting period for finger scan after punching the card.
Attendance mode..
Validation Messages and Error code

Wage configuration

Wage cycle is a set of rules that defines the criteria by which scheduled payments are selected for payment creation, e.g., payroll may be on a weekly, bi-weekly, or monthly pay cycle. You can set wage cycle by using this option.



LabourWorks - [Maintenance]

Menu About

MAINTENANCE

Defaults Masters House Keeping Tool Tips Email Attendance Terminal Wage Configuration Shift Policy Calendar Year Configuration

Workskill wise wage settings

Wage Cycle [Jul 01, 2012] - [Jul 31, 2012]

Work Skill Fitter

Wage Rate 90.00 (Per Man Day)

Over Time Rate 10.00 (Per Hour)

Wage Settings

	Employer Contribution %	Employee Contribution %
PF % *	13.50	12.00
ESIC % *	4.75	0.00
HRA % *	3.00	

* Not applicable on OT

Contractor Service Charges

Service Charges	12.00
Service Tax	10.00

Save Exit

One Last Step Required
Click here to complete the setup of your host computer.

User Name : LabourWorks Administrator

Date : 19/07/2012

Following are the filters

- Wage Cycle-Select the period of wage cycle.
- Work skill - Select work skill of workman
- Wage Rate -You can select wage rate as per company policy.
- Over Time-Select OT rate.

Wage Setting-

- PF- It is a fund into which the employer and the employee both pay money regularly so here you can set the contribution of employer and employee in percentage.

- b. ESIC- (Employee's state insurance corporation) Here you can set the contribution of employer and employee in percentage.
- c. HRA- Employees generally receive a house rent allowance (HRA) from their employers. This is a part of the salary package, in accordance with the terms and conditions of employment. Here you can set HRA in percentage.

Contractor Service Charge

- a. Service Charge- Here you can set contractor service charge.
- b. Service Tax- Set service tax.

Shift Policy

You can set shift policy here

Absent- After check in if workman leaves before half day then he will be marked as absent. You can set that time here.

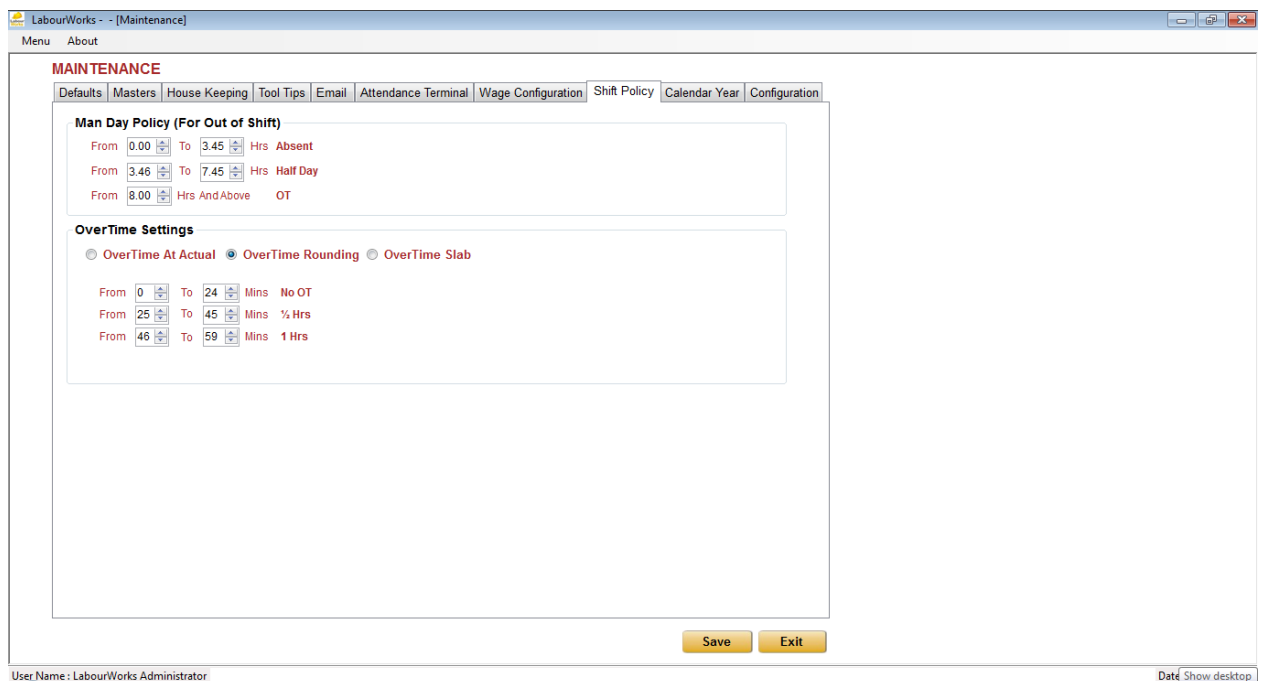
Half Day- From 3.45 min to 7.45 min it is considered as half day.

OT- More than 8 hrs. Considered as OT.

Over Time Settings- Over time is work performed by workman in excess of a basic man day.(generally 8 Hrs.) as defined by company rule.

Over time actual - If workman is doing shift more than basic man day then excess time is considered as OT.

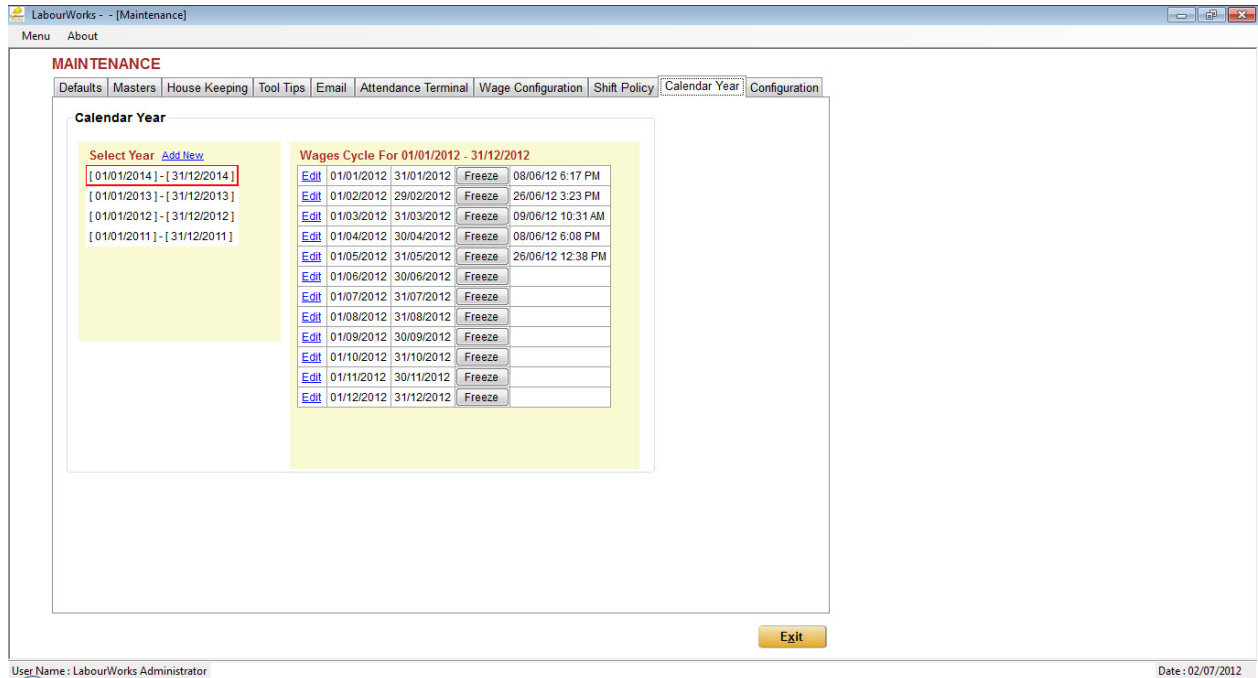
Over Time Rounding- If workman's OT is within one hour then this will be half day OT.



The screenshot shows the 'MAINTENANCE' window in LabourWorks. The 'Shift Policy' tab is selected. The 'Man Day Policy (For Out of Shift)' section contains three rows of time ranges with corresponding labels: 'Absent' (0.00 to 3.45 Hrs), 'Half Day' (3.46 to 7.45 Hrs), and 'OT' (8.00 Hrs And Above). The 'OverTime Settings' section has three radio buttons: 'OverTime At Actual', 'OverTime Rounding' (which is selected), and 'OverTime Slab'. Below these are three rows of time ranges for OT: 'No OT' (0 to 24 Mins), '1/4 Hrs' (25 to 45 Mins), and '1 Hrs' (46 to 59 Mins). At the bottom right are 'Save' and 'Exit' buttons. The status bar at the bottom shows 'User Name : LabourWorks Administrator' and 'Date Show desktop'.

Man Day (For Out of Shift)

Calendar Year



The screenshot shows the LabourWorks Maintenance window with the 'Calendar Year' tab selected. The window has a menu bar with 'Menu' and 'About'. Below the menu bar is a tabbed interface with tabs for 'Defaults', 'Masters', 'House Keeping', 'Tool Tips', 'Email', 'Attendance Terminal', 'Wage Configuration', 'Shift Policy', 'Calendar Year', and 'Configuration'. The 'Calendar Year' tab is active, displaying a 'Calendar Year' section with a 'Select Year' button and a list of year ranges. A table titled 'Wages Cycle For 01/01/2012 - 31/12/2012' is also visible, showing dates, times, and 'Freeze' buttons.

Calendar Year

Select Year [Add New](#)

- [01/01/2014] - [31/12/2014]
- [01/01/2013] - [31/12/2013]
- [01/01/2012] - [31/12/2012]
- [01/01/2011] - [31/12/2011]

Wages Cycle For 01/01/2012 - 31/12/2012

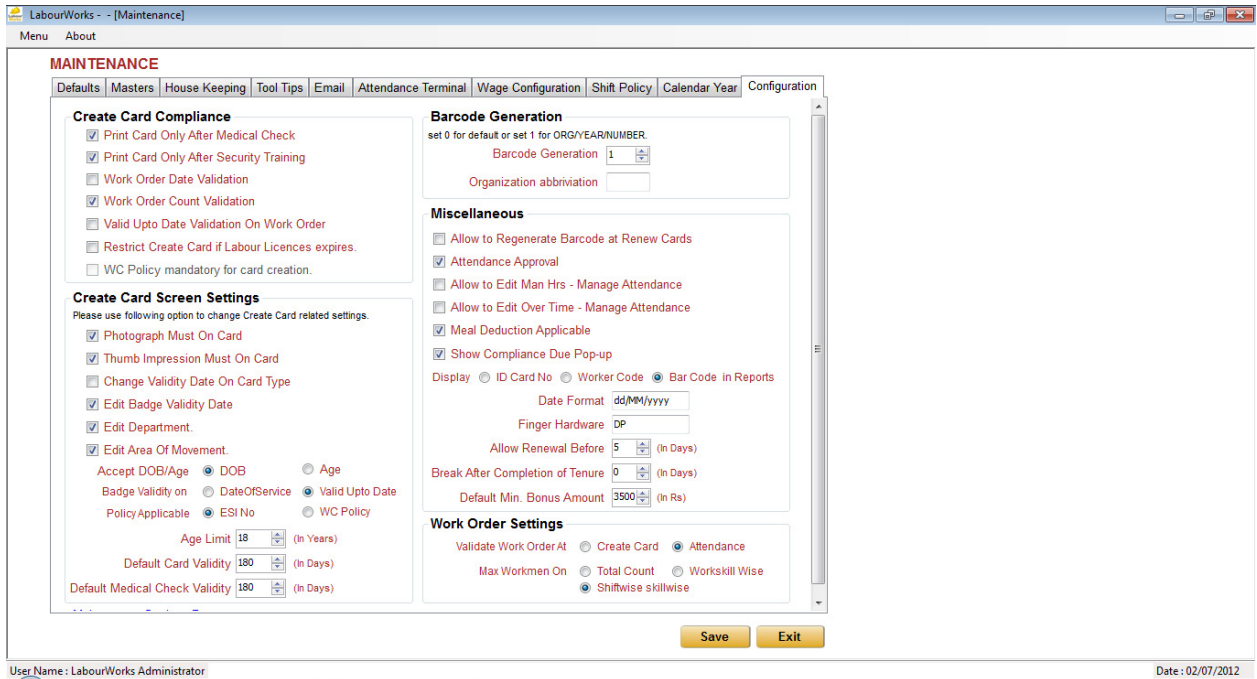
Edit	01/01/2012	31/01/2012	Freeze	08/06/12 6:17 PM
Edit	01/02/2012	29/02/2012	Freeze	26/06/12 3:23 PM
Edit	01/03/2012	31/03/2012	Freeze	09/06/12 10:31 AM
Edit	01/04/2012	30/04/2012	Freeze	08/06/12 6:08 PM
Edit	01/05/2012	31/05/2012	Freeze	26/06/12 12:38 PM
Edit	01/06/2012	30/06/2012	Freeze	
Edit	01/07/2012	31/07/2012	Freeze	
Edit	01/08/2012	31/08/2012	Freeze	
Edit	01/09/2012	30/09/2012	Freeze	
Edit	01/10/2012	31/10/2012	Freeze	
Edit	01/11/2012	30/11/2012	Freeze	
Edit	01/12/2012	31/12/2012	Freeze	

[Exit](#)

User Name : LabourWorks Administrator Date : 02/07/2012

This facility provides you to create yearly calendar as per company policy.

Configuration



The screenshot shows the 'MAINTENANCE' window with the 'Configuration' tab selected. The window contains several configuration sections:

- Create Card Compliance:** Includes checkboxes for 'Print Card Only After Medical Check', 'Print Card Only After Security Training', 'Work Order Date Validation', 'Work Order Count Validation', 'Valid Upto Date Validation On Work Order', 'Restrict Create Card if Labour Licences expires.', and 'WC Policy mandatory for card creation.'
- Create Card Screen Settings:** Includes checkboxes for 'Photograph Must On Card', 'Thumb Impression Must On Card', 'Change Validity Date On Card Type', 'Edit Badge Validity Date', 'Edit Department', 'Edit Area Of Movement', 'Accept DOB/Age', 'Badge Validity on', 'Policy Applicable', 'Age Limit', 'Default Card Validity', and 'Default Medical Check Validity'.
- Barcode Generation:** Includes a 'Barcode Generation' dropdown set to '1' and an 'Organization abbreviation' text box.
- Miscellaneous:** Includes checkboxes for 'Allow to Regenerate Barcode at Renew Cards', 'Attendance Approval', 'Allow to Edit Man Hrs - Manage Attendance', 'Allow to Edit Over Time - Manage Attendance', 'Meal Deduction Applicable', and 'Show Compliance Due Pop-up'. It also has radio buttons for 'Display' (ID Card No, Worker Code, Bar Code in Reports) and a 'Date Format' dropdown set to 'dd/MM/yyyy'.
- Work Order Settings:** Includes radio buttons for 'Validate Work Order At' (Create Card, Attendance) and 'Max Workmen On' (Total Count, Workskill Wise, Shiftwise skillwise).

At the bottom of the window, there are 'Save' and 'Exit' buttons. The status bar shows 'User Name : LabourWorks Administrator' and 'Date : 02/07/2012'.

Basic configurations can be tweaked under this tab. Elements of the card creation form, barcode generation settings, the network path, and other miscellaneous settings can be altered. The various options present on this screen are

Create Card Screen

This option can be used to change certain settings related to the Create Card screen. These include certain specifications like whether or not you would want to

- Allow the addition of a contractor
- Change the validity date on the card type
- Include work order date validation
- Include work order count validation
- Verify fingerprint
- Print the card only after medical checkup is done
- Allow to edit the validity of the badge
- Allow to edit department of the worker
- Allow to edit the area of movement of the worker
- Include a photograph on the card
- Include a thumb impression on the card

You can also edit whether you want to include either the date of birth of the worker or the age and specify default validity for the cards you issue.

Barcode Generation

Under this option, you can tweak the settings of the barcode that is printed on the cards. Set the 'Barcode Generation' number to either '0' or '1' to specify the type of barcode.

Entering '0' prints a default barcode whereas entering '1' prints a barcode of the ORG/YEAR/NUMBER kind.

Under Miscellaneous, you can

- a. Allow to regenerate the barcode on the renew cards screen
- b. Choose whether or not to mark a worker who hasn't checked out as absent
- c. Choose whether or not you want to authenticate attendance of workers
- d. Add a default work order to each contractor

You can also select the format of the date, specify the hardware you would use for fingerprinting, and the days for which you can allow the renewal of a card after its expiry.



Exit

Annexure I

Call Registration URL

http://www.scrum-system.com/registercall/m_login.asp

Sales

sales@scrum-system.com